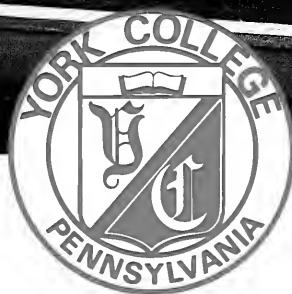


YORK

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General Education Requirements for Students Entering the College Fall 1997:

York College has always required its students to complete a General Education curriculum as part of all degree programs. The General Education requirements which form this program enable students to develop the necessary cognitive skills and intellectual perspectives they will need to be successful in their major field of study.

Students entering York College in Fall 1997 will complete new General Education program requirements adopted to meet the needs of the graduates of the next century. The General Education requirements listed in the current College Catalog will not be offered following 1996, and the 1997-1999 College Catalog will provide the correct requirements for students entering in 1997. These requirements are as follows:

General Education Requirements:

All baccalaureate degree candidates must complete a minimum of 124 credits, achieve a cumulative grade point average of 2.0 or above, and complete the General Education Requirements described below. Courses used to complete general education requirements may not be taken on a pass/fail basis, and credits earned in courses which are primarily developmental in nature, (E 100, MAT 100, EE 104), may not be applied to degree requirements.

Common Core Requirements: Courses in the common core of study must be completed with a minimum grade of "2." Based on previous educational performance, students may be required to complete additional courses to achieve the required level of competency in each area, or they may be exempted through the placement or credit by examination process.

- E 101 English Composition (3 credits)
- E 200 Writing About Literature (3 credits)
- CM 104 Human Communication (3 credits)
- MAT 108 Critical Thinking and Problem Solving in Mathematics (3 credits)
- IFS 101 Information Literacy (2 credits)
- Physical Education (2 credits)

Area Distribution Requirements: Each student must select courses to satisfy the following area distribution requirements from the list of applicable courses developed by the department. Within the courses selected, a minimum of four courses must be completed at the 200 level or above.

- Area I: Fine Arts and Humanities (6 credits)
- Area II: Social and Behavioral Sciences (6 credits)
- Area III: Laboratory Sciences (6-8 credits)
- Area IV: American Civilization, American Government, and Western Civilization (6 credits)
- Area V: International Studies/Foreign Language: (6 credits in one of these two areas of study; if language is selected, both courses must be in the same language)

Elective Requirements: Students must complete a minimum of an additional 12 electives in courses outside their major field of study. These elective courses may be used to complete a minor, but no more than 6 credits of electives may be satisfied by physical education activity courses.

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A COEDUCATIONAL COLLEGE GRANTING
ASSOCIATE, BACCALAUREATE AND MASTER'S
DEGREES.

(For details on graduate courses in business
administration, nursing, and criminal justice
please contact the respective department chair.)

GENERAL CATALOG 1995-1997
Volume XLVIII, 1995

Published by
York College of Pennsylvania
York, Pennsylvania 17405-7199

Accreditation and Membership

Accredited by:

Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools

National League for Nursing

National Recreation and Park Association

American Medical Association: Committee on Allied Health Education and Accreditation

Approved by:

The Pennsylvania Department of Education

The Pennsylvania Board of Nurse Examiners

American Medical Association: Committee on Allied Health Education and Accreditation

Department of Education for Training Veterans

Membership in:

American Assembly of Collegiate Schools of Business

American Association of Collegiate Registrars and Admissions Officers

American College Public Relations Association

American Council on Education

Association of American Colleges

Association of Governing Boards of Universities and Colleges

College Entrance Examination Board

Commission for Independent Colleges and Universities – Pennsylvania

Council for the Advancement and Support of Education

Council of Independent Colleges

National Association for Business Teacher Education

National Association of College Admissions Counselors

National Commission on Accrediting, Inc.

National League for Nursing, Council of Baccalaureate and Higher Degree Programs

Pennsylvania Association of Administration of Justice Education

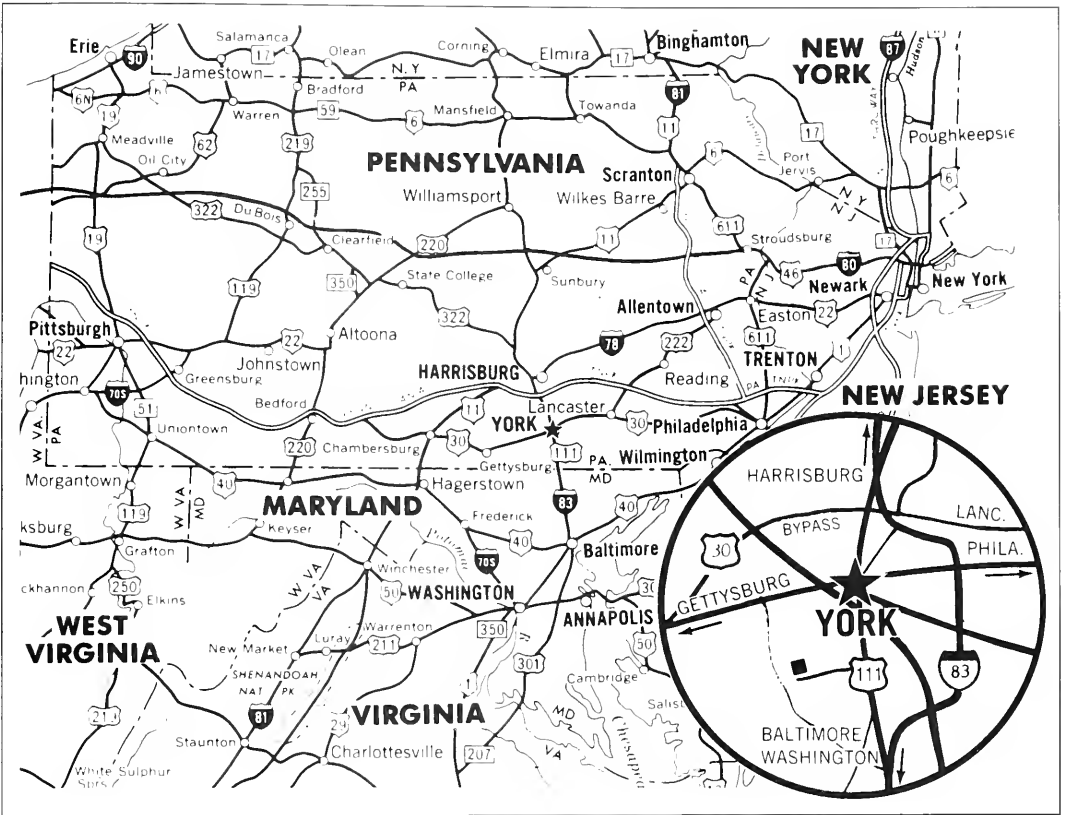
Pennsylvania Association of College Admissions Counselors

Pennsylvania Association of Colleges and Universities

National Association of Student Personnel Administrators

Potomac Chesapeake Association of College Admissions Counselors

Pennsylvania Travel Council



Traveling time from ...

New York City:

Take Route 80 west to Route 287 south, continue to Route 22-78 west (Clinton), then to Route 81 (Harrisburg), follow Route 83 south (York) and follow directions from Harrisburg. Approximate driving time: 4½ hours.

— or —

Take the New Jersey Turnpike (Route 95 south), continue to Pennsylvania Turnpike (Route 76 west), take Turnpike to Exit 21, Route 222 south to Route 30 west. Take Route 30 west, and follow directions from Lancaster. Approximate driving time: 4½ hours.

Philadelphia, PA:

Take the Pennsylvania Turnpike (Route 76 west) to Exit 21, Route 222 south to Route 30 west. Take Route 30 west and follow directions from Lancaster. Approximate driving time: 2 hours.

Pittsburgh, PA:

Take the Pennsylvania Turnpike (Route 76 east) into Harrisburg. Get off at West Shore exit 18 to Interstate 83 south to exit 6W at 3rd traffic light, make left on Rathton Rd. Approximate driving time: 4 hours.

Lancaster, PA:

Take Route 30 west to Interstate 83 south. Take Exit 6W and turn left at third traffic light (Rathton Road). Approximate driving time: 45 minutes.

Harrisburg, PA:

Take Interstate 83 south to Exit 6W and turn left at third traffic light (Rathton Road). Approximate driving time: 45 minutes.

Baltimore, MD:

Take Beltway 695 north to Interstate 83 north, take Exit 5, Business Route 83 north. Approximate driving time: 1 hour.

Washington, DC:

Take Beltway 495 north to Route 95 north, to Baltimore Beltway 695, (east or west), then take Interstate 83 north, to Exit 5, Business Route 83 north. Approximate driving time: 2 hours.



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CORRESPONDENCE DIRECTORY

College Policy _____	Dr. George W. Waldner <i>President</i>
Academic Matters _____	Dr. Jean A. Wyld <i>Dean of Academic Affairs</i>
Admissions _____	Mrs. Nancy C. Spataro <i>Director of Admissions</i>
Alumni Affairs _____	Ms. Michelle Shellenberger <i>Director of Alumni and Community Affairs</i>
General College Information _____	Mr. David F. Salter <i>Director of Public Relations</i>
Business Matters _____	Mr. John P. Ort <i>Chief Financial Officer</i>
Scholarships, Student Aid _____	Mr. Calvin H. Williams <i>Financial Aid Officer</i>
Student Affairs _____	Mr. Joseph F. Merkle <i>Dean of Student Affairs</i>
Transcripts / Academic Records _____	Mrs. Debra L. Shimmel <i>Recorder</i>

The address for all of the persons listed above is:

York College of Pennsylvania
York, Pennsylvania 17405-7199

Telephone (717) 846-7788

Visitors: York College welcomes visitors. Office hours during the academic year (September through Spring Commencement) are 8:30 a.m. - 5:00 p.m. weekdays. During the summer most offices close at 11:30 a.m. on Friday. The reception desk is open from 9:00 a.m. 1:00 p.m. Saturdays. Please request appointments with the Director of Admissions well in advance.

Rules: Students are governed by the rules, regulations and provisions included in this publication. The College reserves the right to withdraw or modify any course.

The General Catalog of York College presents essential information on institutional purposes, programs, faculty, extracurricular activities, facilities, and costs. It is designed to assist prospective students in deciding whether York is the right place for them to pursue their educational goals and to provide a ready reference for enrolled students.

Although this bulletin was prepared on the basis of the best information available at the time of publication, the College reserves the right to change any provisions, regulations or requirements set forth within, without notice or obligation.

York College of Pennsylvania does not discriminate because of race, color, religious creed, ancestry, national origin, sex, handicaps or age in employment procedures or in recruitment and acceptance of students.



YORK

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Welcomes You

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A Message from the President



York College of Pennsylvania is a community of learners and learning, whose members share the common bond of active participation in academic and campus life. At York, we believe the collegiate experience at its best is a comprehensive process of personal development, which prepares graduates for productive roles in society, while facilitating their growth as individuals.

York is a venerable educational institution, tracing its heritage back to the early years of the American republic. Throughout its long history, York's mission has been to provide affordable educational programs that prepare leaders for the professions, business, science, social service, and the arts, contributing to the region's economic and cultural development.

York College has advanced significantly in size and quality and looks forward to a future of widening opportunities for service and excellence.

I hope your experience at York College is a fulfilling one and that we of the faculty and staff shall help you attain your academic goals and make plans for your future.

George W. Waldner

George W. Waldner, President



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Introduction

Institutional Profile, Mission, and Goals

OVERVIEW

York College of Pennsylvania is a private-sector, independent institution of higher education, which focuses on offering baccalaureate degree programs in the arts and sciences, as well as professional programs. Students may also enroll in courses leading to the associate degree and the master's degree in business administration.

The College draws its 3100 full-time undergraduate and 1600 part-time and graduate students from some 30 states and 15 foreign countries. Typically, 60% of York's freshmen hail from Pennsylvania, 15% from New Jersey, and 10% from each of the states of Maryland and New York.

The College occupies an 80-acre, park-like campus, just beyond the York city (pop. 50,000) limits, in the rolling hills of the south central part of the state. York is an economically vibrant area, with a solid industrial base as well as productive service and agricultural centers. Close to the heart of "Pennsylvania Dutch" country, York is one hour from Baltimore, two hours from Philadelphia or Washington, D.C., and four hours from New York City, Pittsburgh, or Richmond. Nearly half of its undergraduate students reside in college housing; others commute from their homes or live in rental housing in the vicinity of the campus.

York College envisions itself as a center of affordable academic excellence, and has received favorable national recognition for its success in offering a program of high quality at a tuition rate substantially lower than institutions of similar type, scope, and distinction. York's effective control of tuition costs stems principally from the long-term, generous support of the College by its friends in the York community and its alumni. This support has provided both superior debt-free physical facilities and permanent endowment resources sufficient to fund institutional scholarships and financial aid for needy students. York uses this fiscal strength in turn to provide a kind of "scholarship" to each of its students, in the form of relatively modest charges for tuition and campus housing.

York College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, and has specialized accreditation for its nursing, allied health, and recreation programs.

HERITAGE

York College of Pennsylvania traces its institutional lin-

age to the York County Academy, which received its charter from the General Assembly of Pennsylvania on September 20, 1787, for the purpose of offering courses of instruction in "the learned and foreign languages, English, mathematics, and other useful branches of literature." The Reverend John Campbell of St. John's Episcopal Church played a leading role in the Academy's establishment and the early years of its operation. For well over a century the York County Academy functioned as a center of classical studies and the fine arts, educating thousands of persons who became leaders in local and national affairs as well as in the professions of education, medicine, and law.

In 1929, the Academy merged with the York Collegiate Institute, a sister institution which had been founded in 1873 by Samuel Small, a prominent businessman and philanthropist. In 1941, the trustees accepted the recommendation of the Institute's President, Dr. Lester F. Johnson, that the charter be amended to provide for a two-year liberal arts program at the prevailing college level. The new institution adopted the name York Junior College and appointed Dr. Johnson as its first president.

In the 1950's, the Junior College outgrew its physical facilities in the center of downtown York, and its academic capabilities advanced beyond the boundaries of a two-year program. Through the generosity of the trustees and other community leaders, a 57-acre site for a new campus was acquired and fund raising began to construct an entirely new and larger complex of campus buildings. In October of 1965, the new campus was dedicated, with words of commendation from then Governor Scranton that the splendid new buildings testified to "private support and self-help at the local level." The new facilities, along with yet another successful capital campaign, also made feasible the extension of the curriculum to a full bachelor's degree program in 1968, leading once again to a change in the institution's name, this time to York College of Pennsylvania.

In the last twenty-five years the College has continued its advancement as a center for learning, scholarship, public service, and cultural affairs. Curricular resources have grown notably, providing increasingly diverse and sophisticated educational offerings, including master's degree level courses. Total enrollment now exceeds 4800, with students coming from a widening geographic sphere. Yet, the full-time undergraduate enrollment of about 3100 students, the emphasis on teaching excellence, and the relatively high proportion of students residing on campus permit the preservation of the personal collegiate atmosphere that has characterized the York educational experience for more than two hundred years.



MISSION, GOALS, AND OBJECTIVES

MISSION STATEMENT

I. THE MISSION OF THE COLLEGE

To make available, at the baccalaureate and associate degree levels, high quality academic programs, which include general education components appropriate for the program's degree level and which cover a broad range of majors in professional and career fields as well as the arts and sciences;

To offer carefully selected master's degree programs, which reflect the enrollment emphases of the undergraduate curriculum and the professional development needs of the region;

To create a teaching and learning environment characterized by individual attention to students, high quality classroom instruction, thoughtful application of relevant technology, encouragement of life-long learning, attention to critical thinking skills, and strict adherence to principles of academic honesty;

To provide York College's educational programs with a superior degree of efficiency, in order to maintain the lowest feasible costs for students;

To attract applications from students from a variety of social, economic and geographic backgrounds, playing a special role in addressing the higher education aspirations of the people of York County;

To enroll principally students whose academic preparation places them in the broad middle to above average range of applicants for their intended degree programs, while remaining open to accepting some students who have demonstrated the capacity and motivation to succeed, even though they have not yet fully achieved their academic potential;

To provide educational opportunities for traditional-age, adult, full-time, and part-time students;

To facilitate the holistic development of students who devote full-time to their collegiate experience, while providing appropriate enrichment activities for part-time and adult learners; and

To place at the service of the community to the extent feasible the College's human and cultural resources and educational facilities.

II. GOALS

A. OUTCOMES ASSESSMENT

General education curricula, majors, and minors will reflect the institution's mission and each be defined in terms of intended learning outcomes; on-going monitoring of educational results shall be conducted, with the information obtained used to improve and revise relevant academic programs.

Other functional areas of College operations-library/learning resources, student affairs, business affairs, plant operations, athletics, fund-raising, alumni affairs, career services, admissions, and public relations - will also be directed to attain outcomes defined in relation to institutional mission and goals, and will be monitored and improved in response to the results attained.

B. ACADEMIC PROGRAMS:

The College will develop new programs consistent with the College's mission, regional economic development needs, and student interests, within the limits of available resources.

While the principal program emphasis is on campus-based credit courses, the College seeks to be responsive to requests for academic experiences to be held off-campus, as faculty resources are available through the relevant academic departments.

Academic requirements are the same for all matriculated day and evening students, in their respective degree programs. All programs, including those offered off campus or in conjunction with other institutions, maintain academic integrity consistent with the College's standards.

C. FACULTY

York College is a student-centered, teaching institution. Accordingly, most of a faculty member's time should be allocated to class preparation and instruction, the evaluation of student work, and academic advising. The College encourages the scholarly development of faculty members, providing support for research and the preparation of publications. Every faculty member has the responsibility to advocate to students, colleagues, and the public the importance of intellectual curiosity and accomplishment. All full-time faculty members should be doctorally qualified or hold the relevant terminal degree in their fields. Faculty members are also encouraged to engage in activities which serve the needs of the community.

ADJUNCT FACULTY

The College employs as adjunct (part-time) faculty members persons who possess the master's degree or equivalent academic credentials and who demonstrate the teaching skills required for full-time faculty members. The College provides opportunities for adjunct instructors to develop further as teachers and encourages their participation in appropriate departmental activities and the campus community.

D. ADMISSIONS

The College Admissions Office admits an entering class of full-time bachelor's degree students with a combined average SAT I recentered score of approximately 1100, drawn principally from the upper two-fifths of the relevant secondary school graduation classes. The Admissions Office seeks especially students who have demonstrated ongoing participation and leadership in projects and organizations within the school and community.

The Admissions Office is, however, sensitive to the adverse effect that cultural and socio-economic disadvantages have had on some applicants. It conducts special outreach programs and application follow-up steps for such applicants and places appropriately greater weight on demonstrated eagerness for self-improvement, school/community activities, and letters of recommendation.



Associate, master's degree and adult learner programs admit students who are prepared to benefit from the curricular program in which they seek to enroll.

E. CAMPUS LIFE AND DIVERSITY

The College strives to have a campus climate that sets a positive tone for learning and for healthy interaction, formally and informally, among College community members. In all aspects of academic and student life, College personnel strive to create an environment in which all persons interact harmoniously, demonstrating respect for the rights of others and commitment to academic freedom and freedom of conscience.

The College assists students who commit their full-time to higher education to develop intellectually, physically, socially, spiritually, culturally and professionally and, to that end, provides a comprehensive program of extracurricular activities. Part-time learners are provided with appropriate enrichment opportunities.

F. STRUCTURE AND GOVERNANCE

The Board of Trustees acts on broad policy matters and has final authority to define the College's mission and educational role. The President serves as chief executive officer and is responsible to the Board for the operation of the College. Line authority passes from the President to the administration and faculty. The College believes in involving trustees, administrators, faculty, staff, and students, both formally and informally, in appropriate governance processes.

A concerted effort is made to maintain an efficient administrative structure which facilitates responsiveness to the needs of the College and the people it serves. Cooperation among departments and the sharing of resources are emphasized in order to minimize bureaucratic barriers and duplication of effort. All employees are encouraged to work as a team to create a friendly, service-oriented ambiance on campus.

G. FACILITIES

The College prides itself on the attractiveness of its physical environment, providing well maintained, accessible buildings as well as facilities needed for athletics and fitness. The goal is to have facilities which are proportionate to enrollment and adequately support the requirements of educational and co-curricular programs.

H. FINANCIAL GOALS

The College is managed to ensure sufficient funds to operate as a comprehensive regional college and adequate quasi-endowment and plant fund reserves to provide financial aid to students and meet capital needs for facilities renewal and expansion. The College observes prudent budgeting, with a sensitivity to students' and families' ability to afford private higher education of high quality.

I. ALUMNI

The College strives to cultivate strong, mutually beneficial, and lifelong relationships with its alumni.

The College sponsors alumni programming and seeks from its alumni guidance, involvement and financial support.

J. COMMUNITY RELATIONS

The College endeavors to foster positive interaction with the surrounding community, while addressing York County's higher education needs. The College provides physical facilities, educational and training programs, consulting services, as well as cultural and social activities to the community. Volunteer community service by faculty members, students, administrators, and staff is promoted throughout the campus.

LOCATION

York College of Pennsylvania's address is in its name - York, Pennsylvania, a city of 50,000 situated in the heart of the Middle Atlantic population corridor. The campus is located on Country Club Road, two miles south of the city center's Continental Square. The Greater York Area includes a total of more than 350,000 people.

York's most exciting moment in history came during the American Revolution, when the British advance on Philadelphia caused the Continental Congress to relocate to York, making the town the capital of the nascent nation. During the winter of 1777-78, Congress convened in the York County Courthouse and adopted, among other important documents, the country's first constitution, the Articles of Confederation, in which the official name, the United States of America, was used for the first time. Congress also proclaimed the nation's first Thanksgiving holiday while in York, as a day of gratitude for the American victory at Saratoga.

Today, York is an economically diverse and dynamic area, with some of the country's most fertile farmland as well as world class manufacturing enterprises, including the headquarters of several "Fortune 500" companies.

FACILITIES

The campus is bordered by residential neighborhoods, a small shopping plaza, York Hospital, and a park. The campus complex includes:

Schmidt Library: Automated and renovated in 1990, Schmidt Library offers students the latest in information technology. YorCat, the online catalog, provides access to more than 176,000 books, periodicals, and audio visual items. YorCat online indexes provide access to articles in over 1,000 periodicals. CD-CAT and a union list of serials make over two million additional titles in cooperating libraries available to YCP students. Reference service, library instruction, database searching, and interlibrary loan are important daily priorities. Facilities include conference rooms, photocopiers, and an audiovisual production area. The Library also houses the Lincoln Seminar Room, Archives, Special Collections, the Oral History Center, and the Writing Center.

Melvin H. Campbell Hall: The facility contains lecture halls, science laboratories, a language laboratory, and general purpose classrooms. In 1983, a major renovation of existing chemistry laboratories, coupled with a one million dollar addition of classrooms and laboratories, created Campbell Hall's Chemistry Wing and in 1995, the classrooms, offices, and facilities.



ties in the remainder of the building were completely renovated as well.

Life-Sciences Building: Completed in 1974, the Life-Sciences Building contains ten laboratories, a theater, general purpose classrooms, faculty offices, and conference rooms.

Business Administration Center: Completed in 1989, the Center contains the main academic computer, microcomputer laboratories, classrooms, faculty offices, and the Glatfelter Telecommunications Center.

The Academic Computer Center: Equipped with a VAX 6310 computer with 60 terminals, 65 MS-DOS IBM compatible microcomputers and 30 APPLE microcomputers. This equipment is made available exclusively for student and faculty use for a variety of programming, computational and word processing purposes.

Life-Sciences Annex: Completed in 1981, the Life-Sciences Annex contains a theater workshop area, additional classroom and seminar space, faculty offices and a faculty lounge.

Music, Art, and Communications Center: Completed in 1994, the MAC Center includes the latest technology for art, music and television. All instructional rooms are wired for television and computer applications. Its 60,000 square feet include music practice rooms; music and art studios for instruction; television control room, studios and edit suites; an advanced applications video, music and art computer facility; a 208-seat recital hall; the York College Art Galleries; and general purpose classrooms.

Charles Wolf Gymnasium This building serves as a gymnasium and as an auditorium for lectures and concerts. The main floor contains the intercollegiate basketball arena, lobbies, storage facilities, and the office of the Director of Athletics. The lower level has a gymnasium, wrestling rooms, training room, physical fitness center, swimming pool, locker and shower areas, classrooms, offices, Public Relations/Publications, and the Bookstore. The Physical Fitness Center includes multiple stations of Body Master machines, free weights, and cardiovascular machines. Students wishing to utilize the facility will be asked to participate in an orientation session outlining the Center's policies and machine usages.

Bookstore: The bookstore, located in the lower level of the gymnasium, offers an excellent variety of products that support academic work. In addition to being the source for all textbooks, providing both new and used books, the store provides a buy back system each semester to recycle unwanted books. The College logo is prominent throughout the store on clothing, glassware and academic supplies. The bookstore offers a variety of personal care items and services.

Robert V. Iosue Student Union: This facility contains the Johnson Dining Room which seats 600, Buechel Lounge, Alumni Hall, 1770s Room, the Spart's Den, which regularly offers live entertainment, a kitchen equipped to prepare meals for 1,000 students at one time, lounge areas, a snack bar, MacDougal Lounge, which houses the multi-cultural, multi-purpose center, T.V. room, a video arcade, conference rooms and offices for: Counseling Services, Career Services, Food Services, Student Senate, Security, WVCY FM 88 Radio Station, Intramurals, senior class officers, student newspaper, yearbook, veterans, chaplains, student organizations, and the Health Center.

Ray A. Miller Administration Building: Located along Country Club Road, this office building houses all of the operating divisions of the College, including the President's Office, Admissions, Academic Affairs, Student Affairs, Administrative Computer Center, Advancement and Business Affairs.

Brougher Chapel: This campus interfaith chapel serves as the center of worship for all faiths in the campus community. It is located on the northeastern corner of the campus near the president's home and Springettsbury Avenue. In addition to the main worship area it contains space for religious activities, meditation, counseling and appropriate events. The Catholic and Protestant Chaplain's offices are located in the chapel as well.

COLLEGE HOUSING

The facilities listed below accommodate York College's resident students. Many options are offered, both on and near the campus proper, to meet the needs and interests of students in each class. The College's residential facilities are designed to permit progressively greater independence for students as they progress through their years on campus. Resident Directors and Assistants staff each facility to supervise activity, develop programs, handle administrative requirements and assist each student to achieve appropriate personal, educational and developmental benefits from residence on campus.

A student who wishes to reside on campus or in College-owned or operated apartments must submit a Housing Application/Contract Card and a \$200 deposit to the Business Office. Space is assigned and housing is guaranteed according to a "first-come, first served" procedure based on the date your deposit is received. An early response may, therefore, assure the student of College housing.

TRADITIONAL HOUSING Traditional Residence Halls

York College offers both single sex and co-ed facilities with long dormitory-style hallways. Each traditional hall houses between 120 and 170 people with 30-60 students living on each floor. Students residing in traditional facilities are required to participate in the College meal plan.

Penn Hall: This co-ed residence houses approximately 130 students in mainly double-occupancy rooms. It offers a lovely lounge and recreation area, Director's Office, reading, study and conference facilities and a laundry and kitchenette for student use.

Beard Hall: Similar in design and adjacent to Penn Hall, this co-ed residence houses approximately 130 students mainly in double-occupancy rooms. It includes an expansive lounge and recreation area, a Director's Office and laundry facilities. Beard Hall provides a somewhat more intimate atmosphere than may be found in the larger, traditional halls.

Manor North: This co-ed residence houses approximately 170 students mainly in double occupancy rooms. It features a spacious reading and study area, a recreation room, a Director's Office and laundry facilities.

Manor South: A Director's Office, lounge and recreation



area provide an exciting community focus in this traditional coed residence. Over 120 students live in the facility.

Codorus Hall: This newly built residence hall houses 39 women. Part of the Penn complex, it is located directly east of Penn Hall.

NON-TRADITIONAL HOUSING

Suite-Style Residence Halls

These residence facilities are intended largely for sophomores and the more mature freshmen. Completed in 1981 and 1982, these five buildings feature suites of double and triple occupancy bedrooms arranged around a fully furnished living room. This concept combines the benefits of on-campus living with the more personal and independent environment uniquely suited to the academic interests of the more mature student. The meal plan is required.

Willow/Laurel/Evergreen Halls: Sometimes referred to as "the mini-dorms", these buildings house 40 students each in four separate suites of ten students. Each suite features two double and two triple rooms, a central living room, bath, washer and dryer, and either a balcony or patio. Operated as part of the Beard Complex, mail pickup, desk services and recreational facilities are all available in Penn Hall.

Manor East and West: As part of Manor Complex these suite-style facilities house 16 students per suite. Double-occupancy rooms surround a large, furnished living room. Each suite has its own bath and laundry facilities and the added luxury of a balcony.

Small Group/Interest Houses

The College supports the legitimate social and educational goals of clubs, independent and Greek organizations on campus. Six College-owned homes on the western edge of campus accommodate these groups. The College meal plan is not required.

College Apartments

Apartment living under the sponsorship of the College and the guidance of College staff is considered by many parents and students alike to be ideal for upperclassmen who will soon be living as independent adults. The added responsibilities required as a part of assignment to College apartments provide an important transition to real world life roles. The College meal plan is not required.

Country Club Manor Apartments: This College-owned apartment complex, located one-half mile west of campus, houses 260 students in mainly three- and four-person fully furnished apartments. These townhouse apartments feature a fully equipped kitchen, dining room, adequate storage and comfortable furniture. The atmosphere of independence and privacy, the beauty of the grounds and the proximity to the campus proper combine to make Country Club especially desirable.

Tyler Run Apartments: This is a campus apartment complex housing 192 students. Each apartment houses six students and includes two bedrooms, two bathrooms (in most apt.s.), a living room, and kitchen. The apartments are located on the north side of campus. This facility is most desirable for men and women in their junior or senior year.

Susquehanna Apartments: These newly built apartments are located directly east of Penn Hall and are part of the Penn Complex. These apartments house four and six students per furnished apartment and house 104 students in total.

Facilities for the Handicapped

For information on York College's facilities to accommodate the handicapped, individuals should contact the Director of Physical Plant & Personnel, Rm. 118 in the Miller Administration Building (Ext. 1211).

NON-COLLEGE HOUSING

Independent (non College-affiliated) rooms, apartments and houses are of interest to many students. Since decisions on housing are of a personal and subjective nature that we feel should be made by the individual, the Residence Life Office does not publish a listing of off-campus housing. Publishing a listing would imply that we sanction or approve off-campus facilities. We do, however, make available an off-campus housing guide to assist students in making good choices.

York College of Pennsylvania Housing Policy

1. First-year full-time students of traditional college age (who have graduated from high school within two years) are required to live in YCP residence facilities or to commute from the home of a parent/guardian/relative for their initial year of enrollment at York College of Pennsylvania.
2. Sophomore and higher (24+ credits completed) full-time students may live off-campus, with the authorization of the Residence Life Office, in a dwelling unit which is not the domicile of a parent/guardian/relative if they:
 - a. are in academic good standing;
 - b. provide written evidence that the dwelling unit they plan to occupy meets applicable municipal zoning and housing regulations;
 - c. confirm in writing their understanding that York College of Pennsylvania does not warrant the suitability or safety of the off-campus dwelling unit they plan to occupy and that the student is responsible to ascertain that the unit is suitable, safe and in compliance with applicable law.
3. Violations of the Housing Policy shall be adjudicated through College disciplinary channels.

We encourage all students to be aware of their rights and responsibilities regarding occupancy and safety. These ordinances vary according to the municipality in which the home/apartment is located. Check with the local borough or township office for ordinances that apply to that locality. A summary of the York City Housing Regulations is as follows:

The College has been advised officially by City authorities that City regulations prohibit more than two unrelated persons to inhabit a dwelling unit in the City's residential neighbor-



hoods. The point of this advisory is to provide advance notice that City zoning officers will be citing violating landlords and tenants on a regular basis and seeking to impose fines on such violators.

Students should take care to avoid residing in an off-campus "dwelling unit" with more than one other related person, given the provisions of prevailing regulations and the chance that enforcement of such regulations could displace a person at a point in the academic year that would interfere with his/her studies. Students may direct inquiries regarding particular dwelling units to City of York, Zoning Officer, 849-2248.

Information regarding available off-campus accommodations can be located through the following sources:

The York Dispatch (Evening Paper)

The York Daily Record (Morning Paper)

The Community Courier

Local real estate agencies-Rental Dept. (numbers available in the yellow pages under Real Estate)

Bulletin Board-various locations on campus.

At other times during the College year when vacancies occur in College housing, students may request College housing by contacting the Director of Residence Life. Dormitory students are required to purchase their meals through the College Food Service and eat in the College dining room. Apartment and off-campus students have the option of buying a meal plan.

Throughout the academic year the resident student is bound by his/her housing contract unless he/she is released by the Director of Residence Life.





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YORK

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Student Life

STUDENT AFFAIRS

The Student Affairs Division is responsible for student activities, health services, residence life, student orientation, food service, counseling, career services, alcohol and drug education, religious activities, intercollegiate and intramural sports. The division is directed by the Dean of Student Affairs, whose office, with others of the student personnel staff, is on the second floor, east wing of the Administration Building.

Student Responsibility: The student at York College is a member of the academic community as well as the civil community. All students have the rights, duties and obligations associated with being a citizen in such communities. As legal adults, students are expected to obey civil law and accept personal responsibility for their behavior.

Spring Orientation

Orientation offers the student an opportunity to consult with faculty, pre-register for classes, meet other students, and be introduced to YCP personnel, services, and facilities. All new students, including transfers, are requested to attend.

Counseling Services

College is a time of unlimited opportunity and growth. College life brings with it many new challenges: becoming independent, developing friendships and intimate relationships, clarifying one's personal value system, dealing with stress, and making life decisions.

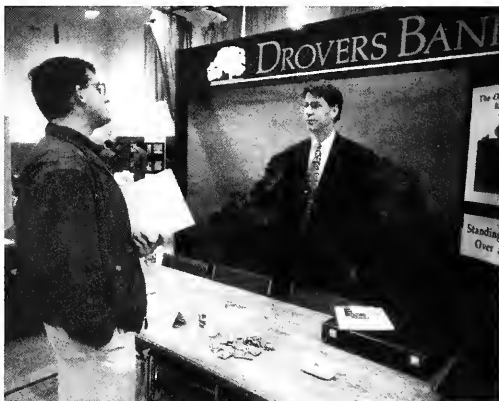
A full-time counselor is here to guide and support you as you take on difficult life challenges. Counseling Services provides both individual and group counseling.

Career Services

Individual career guidance is available to assist students with choosing a major, academic concerns, resume preparation, job interviews and career planning. Career development workshops and seminars are scheduled each semester; videotaped mock job interviews offer students valuable feedback in seeing themselves as a prospective employer would see them.

An up-to-date Career Library functions as a resource center with the following services: SIGI-Plus, a computer-assisted career exploration system; job vacancy notices for full-time, part-time and summer employment, Career Weekly (a weekly publication listing employment openings, internship opportu-

nities, and upcoming Career Services events), and local, regional and national information on internships and externships. A Career Advisor Network of friendly employers and alumni is also offered, as is a resource library describing study abroad opportunities and professional school examination programs (GRE, GMAT, LSAT, etc.)



Credentials files are maintained and career planning services are offered for students and alumni registered with the center. Festival of Careers is an annual career networking event with over 50 exhibitors who provide valuable career information and the opportunity to explore how students' academic majors relate to career options, internships and employment opportunities. The interaction between students and exhibitor increases the student's awareness of the employer's expectations and promotes a realistic understanding of entry level positions. Students are also advised of and encouraged to attend local and regional job fairs co-sponsored by York College and other educational institutions.

Religious Life

The College retains the services of local chaplains for the purpose of providing students an additional means of counseling and a source of spiritual guidance on campus. The Chaplains' offices, located in the Brougher Campus Chapel and the Student Union, post day, evening, and weekend hours throughout the year, and are open to any student. The Campus Chapel serves as the center of worship for all faiths in the College community.

Student Life

Interfaith programs and worship are planned and coordinated by the Council on Religious Activities, the religious organizations, and the chaplains in conjunction with the college's Religious Activities Liaison. The council and religious staff work to foster an atmosphere on campus which will enhance an awareness of the spiritual dimensions of life.

Explororientation

Explororientation is a comprehensive freshmen and transfer orientation program designed to guide new students to personal and academic success. Beyond an introduction to campus life, the Explororientation program pays attention to the necessary personal adjustments made in this time of transition. Each student will participate in many activities ranging from academic sessions to social events. The program is designed to be a learning experience and a very enjoyable way to begin college. Explororientation is held in early September, prior to the start of classes.

Peer Advisor Program

A Peer Advisor is a trained upper-class student who assists a small group of new students during their first semester at York College. The Peer advisors hold meetings and activities regularly throughout the first year to help orient freshmen and transfers to college life. This program has proved to be helpful in making the transition easier and more enjoyable.

Alcohol and Drug Education

College years are a time of growth, experimentation and development. As such, use of alcohol and drugs poses certain serious, and at times, life-threatening problems. Students need to have an awareness about alcohol and drugs, college regulations, legal implications, and related issues.

The Law

Pennsylvania law prohibits the possession and consumption of alcoholic beverages by individuals under the age of 21. Pennsylvania law prohibits the sale of alcoholic beverages to anyone unless they have the proper license issued by the Pennsylvania Liquor Control Board. Pennsylvania and federal law prohibits the possession, manufacture, sale and distribution of illegal substances. Giving marijuana or another drug free of charge may be considered the same as sale or distribution. Possession of large amounts of drugs may be viewed as possession with intent to sell. Applicable legal sanctions may include loss or suspension of driver's license, fines and/or jail time.

YCP Policy

Believing that the use of alcoholic beverages is detrimental to the standards of group living and academic achievement, the College does not permit students the use or possession of such beverages on campus. Drinking of alcoholic beverages off campus is not encouraged and, if done, should comply with the above stated law. Any student found using or selling illegal drugs may face suspension from the College and may also be referred to the civil authorities for prosecution.

Students found in violation of the above policies may be referred for appropriate campus assistance, counseling and educational programs as part of the disciplinary sanctions. Disciplinary sanctions may include probation, removal from residence facilities, and/or suspension from the College.

Where to Get Help and Information on Campus:

D.A.W.N. (Drug and Alcohol Wellness Network) Members of the campus community will meet to discuss related campus issues, conduct educational sessions, and plan activities. Such activities include Alcohol Awareness Week, Drug Awareness Week, and events in conjunction with the W.A.V.E. (Wellness Activities for Virtually Everyone) Series. Contact: Residence Life Office.

Counseling Services: Individual guidance on personal issues is available as well as related information and referral resources for the YCP community. Contact: Residence Life Office.

There are several campus and community organizations that serve and assist with alcohol and drug related concerns. Information is available through the Residence Life Office, the Office of Counseling Services, and the Student Affairs Office.

S.A.D.D. (Students Against Drunk Driving) A student group organized to educate others about responsible use of alcohol and the laws concerning drunk driving and driving under the influence.

Health Services

The College is concerned about the health of its students. The Health Center is located on the lower level of the Student Union. Hours of operation during the Spring and Fall Semesters are from 8:30 a.m. to 4:30 p.m. Monday thru Friday, from 4:30 p.m. to 12 midnight Thursday thru Saturday and from 12 noon to 2:00 p.m. Sundays.

The Health Center is staffed by a registered nurse during operating hours. The College Physician is in the Center weekdays from 11:00 a.m. to 12 noon Monday thru Friday. It is strongly recommended that students call the Center to schedule an appointment to see the physician.

Health services are rendered without charge, however, students are financially responsible for prescriptions, X-rays, laboratory studies, and consultations.

Students not otherwise covered by health and accident insurance are required to apply for coverage under a policy available to all York College students. These premiums are for a twelve month contract, September 1 to August 31. Specific information regarding coverage will be sent to all students by mail prior to the opening of the Fall semester. Students who carry insurance through the College must file a claim form within twenty days following the accident or illness. Claim forms are available in the Health Center.

Resident students are to report all illnesses and accidents occurring after hours to the Resident Director or designated alternate. A student confined in the residence hall more than forty-eight hours is expected to make arrangements to be taken home or admitted to the hospital for further treatment.

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Food Services

DAKA Incorporated and the manager of Food Services works closely with the Student Affairs Division to offer meals seven days a week which will be both enjoyable and economical to students. The manager welcomes constructive suggestions from students about the food services. Various special dinners are planned during the year and many campus organizations plan their program refreshments through food services.

All students living in traditional on-campus housing must purchase the College's full meal plan. A lounge with vending machines is located in Campbell Hall, a full-service a la carte snack bar is located in the Student Union, and a lunch plan in the dining hall is available for commuters.

Security

At York College one can feel the effects of a friendly and safe campus, although no college can offer a 100% guarantee of safety. The York College Security Department offers twenty-four hour security coverage which provides the kind of environment that is stimulating, supportive, and free from unnecessary risks. A publication entitled "Campus Safety Statistics" summarizing all reported illegal misconduct occurring on campus is available upon request from the Security and Admissions Departments.

Automobiles

Motor vehicles are permitted on campus for all students and must be registered with the College Operations Office. During registration, resident students may purchase an annual \$10 bumper sticker which entitles them to park in specific designated areas. Students living off campus may obtain a commuter sticker at no charge which allows for parking in any area not designated for faculty, staff and visitors.

Student Grievance Procedure

The student grievance procedure for non-academic matters may be initiated by the student with the administrator involved. It may then be appealed to the administrator's supervisor and, if appropriate, to the Dean of Student Affairs. In cases where administrative action has affected the status of a student (suspension, probation or removal from campus residence), the appeal must be in writing and must be submitted within 48 hours of the formal notification of disciplinary action.

The student grievance procedure for academic matters is similar to the non-academic grievance procedure. It begins with the faculty member involved and may then be appealed to the department chair, and, if appropriate, to the Dean of Academic Affairs.

CAMPUS ACTIVITIES

A vital aspect of student life involves participation in campus activities, including Student Government, academic,

social, and special interest organizations, and the many social, educational and recreational events which take place on campus. A diversified program of events is planned by students on the Campus Activities Board, working with the Director of Student Activities. Each semester features a wide range of activities such as comedians, musical performers, game shows, concerts, films, bus trips, lectures, hypnotists, and many other special events. In addition, academic departments frequently schedule special programs of general appeal. Department offerings have ranged from nationally-known poets to state officials and leaders from industry and community life.

The Student Union serves as the "family room" of the campus where, in an informal atmosphere, all the members of the campus community can gather to interact socially and intellectually outside the classroom. For some it also serves as a laboratory of citizenship, training students in social responsibility and leadership in community life. Programs offered at the Student Union provide cultural, social, and recreational activities designed to complement academic endeavors. All such programs are intended to encourage self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The Student Union facility includes lounges, study areas, meeting rooms, a snack bar and dining hall, a recreation room, student organization offices, intramural facilities and offices for Campus Security, Chaplains, the Student Senate, Student Activities, Counseling Services, Career Services, and radio station WVYC. The building is available for use by all members of the College Community, seven days per week, when the College is in session.

Cultural Activities

Candlelight Concert Series is a community outreach program, featuring special guest artists, York College faculty and students. The concerts are held in the MAC Center Recital Hall and are free and open to the public.

Student Musical Groups are maintained under the direction of the Division of Music and are open to all students at York College. Performing groups include the York College Chorale, Symphonic Winds, Singers, Jazz Ensemble, Symphony Orchestra and a variety of smaller groups, such as Madrigal Singers, Percussion and Guitar Ensembles, and brass and woodwind groups. All groups perform every semester in the MAC Center Recital Hall. The concerts are free and open to the public.

Art Exhibits: An art gallery is as vital to a college campus as its academic buildings, providing an opportunity to examine and explore forms of visual artistic expression. The York College Galleries, located on the first floor of the Music, Art, and Communications Center, host exhibitions ranging from the traditional to the contemporary as well as arts-related activities. Program highlights include the annual student exhibition, the senior art show, juried and invitational exhibits, and traveling exhibitions.

Student Life

Athletics

York College's sports program is designed to supplement academic experiences by providing opportunities for all students to participate or witness intercollegiate or intramural competitions. The program is consciously geared to student interests and needs. Care is exercised to avoid detracting from students' academic pursuits and to enhance overall achievement, by supplying outlets for physical and emotional expression.



Open Gymnasium Hours: The pool, gym and fitness center are available at no cost to students for free play at specified hours.

Intramural Sports

A wide variety of intramurals allows every student to engage in some organized sport without the pressure of intercollegiate competition. Men participate in touch football, volleyball, basketball, softball, wrestling, swimming, soccer, tennis, badminton, weight-lifting, and water polo. Women participate in volleyball, basketball, softball, tennis, flag football, badminton, swimming, and soccer. Coed competition is held in volleyball.

Intercollegiate Sports

Programs are provided for students who are physically and psychologically equipped to participate in competitive sports with representatives from other colleges. Intercollegiate sports for men include baseball, basketball, golf, soccer, swimming, track and field, wrestling, tennis, and cross country. Women's intercollegiate program includes basketball, field hockey, tennis, track and field, cross country, volleyball, softball, and swimming.

Cheerleading is a student activity closely related and supportive of the intercollegiate teams. The squad is comprised of ten students. Squad vacancies are filled through open-competition at the beginning of each college year.

Organizations

Over 60 student organizations provide opportunities for students to become involved in various special interest groups.

Student Government: The Student Senate, as a representative body provides the means for:

- 1) responsible and effective student participation in the organization and control of student affairs,
- 2) taking action in the best interest of the student body and college community,
- 3) providing an official voice through which student opinion may be expressed,
- 4) fostering awareness of the student's position in the campus, local, state, national, and international communities.

Officers and student senators are elected by the students. Students are chosen by the Student Senate to participate on Faculty Senate committees. Members of the Student Senate invite interested students to participate in any Senate function. The Senate meets weekly, with two faculty and three administrative advisors. Meetings are open to any member of the student body.

Special Interest

Accounting Club

The goals of the Accounting Club are: 1) to unify the accounting majors at YCP, 2) to broaden the understanding of the accounting profession, 3) to promote the understanding of accounting theory and practice, and 4) to provide a social network of peers and business persons. To accomplish these goals the club has regular meetings, presents outside speakers, operates a tutoring service, and engages in social activities. All YCP students are welcome.

American Criminal Justice Association

The American Criminal Justice Association is designed to foster a greater understanding of the field of criminal justice. It provides a forum for students of criminal justice in all matters of professional concern to them.

American Marketing Association (formerly Marketing Club)

In 1990, the YCP Marketing Club became a chapter of the American Marketing Association. The club is a social and informational organization open to any student interested in getting ahead in the business world. The club is designed to serve as a medium of exchange of knowledge in the field of marketing. As an AMA member, students will enjoy a trade journal throughout the year. Programs, guest speakers and field trips to marketing related businesses are a large part of the club's activities. After being an AMA member during College, students can then join the professional chapter of the American Marketing Association at a reduced rate for the first year.

Biology Club (formerly the A.I.B.S. organization)

The purpose of this organization is to provide biology and allied health students with an opportunity to extend their knowledge of biological and social mechanisms, and to provide those students with an avenue to share their knowledge with

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the community. The Biology Club seeks to stimulate camaraderie among students with similar interests.

Black Student Union

The B.S.U. is a service group organized to provide unity and leadership to students who are interested in stimulating and educating other students and the community on topics concerning black people. The organization is open to all students.

College Republican Club

The College Republican Club is an organization which helps to make known and promote the principles of the Republican Party among the students of YCP. They aid in the elections of Republican candidates at all levels of the government and strive to develop political skills and leadership abilities among YCP students as a preparation for future service to the Republican party, and to the community as a whole. Regardless of political affiliation, all are welcome to join.

Data Processing Management Association

The D.P.M.A. is a national organization which is based in the business community. Overall the majority of members are people working in the computer field, with an active percentage being students. The purpose of the York College chapter of D.P.M.A. is to bridge the gap between the theoretical training of college and the computerized world of business. This is accomplished through demonstrations, tours, guest speakers, and through monthly dinner meetings where students can socialize with people in the computer field.

Forensics Club

This organization is designed for students who are interested in improving their speaking and presentation skills. As a member of this organization, students can be active in intercollegiate tournament competitions, give speeches on campus and in the community, and join the Pi Kappa Delta National Forensics Fraternity. Course credits for the organization can be earned through the Public Speaking Practicum.

Habitat for Humanity

Habitat for Humanity is an ecumenical Christian housing organization that works in partnership with people in need to improve the conditions in which they are forced to live. The organization has regular outings and work days. All are welcome to join.

Hillel

This national organization offers spiritual guidance and other activities for members of the Jewish faith. The YCP chapter was formed by interested students, faculty, administrators, and members of the local community to facilitate the special needs of Jewish students at York College.

History and International Studies Professional Organization (H.I.S.P.O.)

H.I.S.P.O. is an organization devoted to the exploration of career opportunities for students in the fields of History, Political Science, and International Studies. H.I.S.P.O. arranges

public lectures by professionals in the related fields (professors, authors, and museum curators), holds "roundtable" discussions on current controversies, and participates in the field trips to museums, archives, and conferences. This organization also provides members with the opportunity to gain work experience in their prospective fields through the Daughters of the American Revolution, the Historical Society of York County, Hispanic Students Organization, and other such organizations in the York County area.



International Students Club

This organization promotes a positive atmosphere for international students to socialize and investigate the values of all foreign cultures as well as American society. The club shares with all American students a wide range of personal, social, and political experiences. Membership is open to all students with an interest in foreign cultures.

Inter-Varsity Christian Fellowship

A Christian organization with a three-fold purpose: 1) to lead others to personal faith in Christ as Lord and Savior, 2) to help Christians grow toward maturity as disciples of Christ through study of the Bible, prayer, and Christian fellowship, and 3) to present the call of God to York College, helping students and faculty discover God's role for them. All meetings are open to anyone regardless of religious background or church affiliation.

Men's Lacrosse Club

The objective of this organization shall be to promote interest in the sport of lacrosse, to develop a close friendship among the students interested in playing the sport, and to improve the skills of players both new and old.

Men's Rugby Club

The York College Rugby Club is an athletic organization open to all males, freshmen through seniors. The club began in 1986 and has since grown into a highly respected organization on campus with over thirty members. York College Rugby is affiliated with the Eastern Pennsylvanian Rugby Union and fully insures all its players. Matches are played against both college and men's sides. The club competed successfully to

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become the 1990 Associate Division Champions and were winners of the first annual Juniata Tournament. To become one of the "Mean and Green" stop by practice Monday through Thursday, 3:00 p.m. to 6:00 p.m. at the intramural field. The club is always looking for a few good men.

Men's Volleyball Club

The York College Men's Volleyball Club's purpose is to satisfy the growing interest in competitive volleyball by promoting inter-collegiate competition. The goal is to improve the skills of each member of the club by emphasizing teamwork, sportsmanship and a close relationship amongst club members.

Newman Club

Newman Club is a national religious organization which fosters and promotes the welfare of all college students, faculty, and administrators. Catholic students come together to pray, to socialize, and to celebrate the gift of life and its talents by serving others. This ministry provides a means to seek community, build relationships, and find direction as a link between the past and the future.

Nontraditional Students Association

The Nontraditional Students Association is an organization open to any student at York College, especially those students returning to the academic environment. The Association's primary goal is to involve adult learners in college life both academically and socially through campus and community projects.

Phi Sigma Pi

A national, co-ed, non-greek Honor Fraternity, Phi Sigma Pi dedicates itself to service. Founded on a tripod belief of Scholarship, Leadership, and Fellowship, the brothers of Phi Pi seek to accomplish these endeavors by maintaining a minimum GPA of 3.0, participating in campus leadership positions, and socializing among the college community. Look for our rushes each semester, and come find out more about your slice of the Pi!

Pre-Law Society

The Pre-Law society is open to all majors and strives to provide opportunities for professional and educational development, foster an awareness of and further the knowledge of

law-related fields and promote professionalism among students interested in law-related fields.

Psychological Society

The Psychological Society of York College and its members shall respect the dignity and worth of the individual and strive for the preservation and protection of fundamental human rights. The members shall be committed to increasing knowledge of human behavior and of people's understanding of themselves and others, and to the utilization of such knowledge for the promotion of human rights.

Recreation Society

The Recreation Society is an organization established to encourage participation in career-oriented programs and promote professionalism among recreation majors. The Society provides opportunities for professional development and educational enrichment through membership in and close association with the Pennsylvania Recreation and Parks Society. In addition, the Society strives to develop an awareness of opportunities available in the recreation field.

Ski and Outdoor Club

The YCP Ski and Outdoor Club is organized to provide an opportunity for skiers from beginner to expert and anyone interested in outdoor recreation to meet and enjoy their sport. Special events are planned at local and regional resorts, many where discount rates are offered.

Society for the Advancement of Management (S.A.M.)

The Society seeks to provide a bridge between the theoretical training of the College and the practical world of business by bringing together business executives and management majors. The club serves as a medium of exchange for information in management and industry, and provides students with an opportunity to participate in planning and directing organizational activities. Membership is open to all majors.

Society For Human Resource Management

The Society For Human Resource Management (SHRM) is an organization for those interested in learning more about the Personnel Human Resources field. This national organization was formed in 1948 (formerly the American Society for Personnel Management) and encourages its members to develop and maintain competence in the rapidly changing human resource management field. Student membership in SHRM supplements your classroom education with a problematic, "on the job" perspective of SHRM.

Included with membership are subscriptions to several trade publications (HRMagazine, HRNews, and ECHOES). SHRM offers members the chance to interact with practitioners in the field, through lectures and seminars, thus expanding professional competence and knowledge. The York College chapter was formed recently and looks to expand in the next several years. If you are interested in joining SHRM, look for meeting times and places advertised on campus. All majors are welcome, but those in business are strongly urged to consider membership. To make the transition from classroom to the busi-

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ness world, the Society For Human Resource Management can be beneficial.

Student Athletic Trainers Association

The Student Athletic Trainers Association is an organization for students who are interested in sports medicine and athletics. Student members participate in workshops, seminars, and organizational meetings learning the prevention, care, treatment, and rehabilitation of athletic injuries. All are welcome who share in these interests.

Student Education Association

S.E.A., in affiliation with the Student Pennsylvania State Education Association, seeks to develop an appreciation of the teaching profession. Opportunities are offered to develop an understanding of the teaching profession for leadership training, and to stimulate attitudes and growth in the teaching profession.

Student Nurses Association

Membership in this pre-professional organization is open to any student pursuing the nursing degree. It is a constituent of the National Student Nurses Association and the Student Nurses Association of Pennsylvania. S.N.A.Y.C.P. endeavors to promote nursing professionalism through its many health-promoting activities, awareness of health related issues, (and interaction with the Nursing program) including peers, faculty, and curriculum.

Tae Kwon Do

TKD is Korea's national sport and one of the most popular forms of self defense in America. Through the sport, students are given the opportunity to develop and challenge their mental/physical abilities, i.e. meditation, improved flexibility, strength, coordination, and tournament competition. The art form is taught by instructors with more than thirty years of combined experience in TKD. The club meets twice weekly in the wrestling room. Promotions are awarded according to ability.

Women's Soccer Club

The Women's Soccer Club is an athletic organization open to all full-time female students who meet the necessary academic requirements for the college. The club is active in a competitive local women's league in the fall. The main purpose of the club is to let female soccer enthusiasts continue their love for the game in a friendly atmosphere, without the demanding schedule of a varsity sport.

The YCP Players

Open to all students, the YCP Players promote appreciation of drama and offer students opportunities to take part in theatrical productions, many of which are student directed.

Musical Groups:

The York College Chorale

The Chorale is York College's premiere choral ensemble. This group of dedicated singers maintains a rigorous weekly

rehearsal schedule. Members represent many different student groups on campus, with almost half being music majors.

Our repertoire is versatile, including pieces ranging from the great classics to contemporary folksong settings. The Chorale performs on and off campus and is open to all students with a serious interest in choral music.

The York College Singers

Established in 1990, the York College Singers is a unique organization that performs fully staged and choreographed excerpts from selected Broadway musicals, operas and operettas. Our organization is dedicated to the development of music theater techniques for the singer. The Singers present a major program every semester and is open to all students with experience in singing, acting, and dancing.

The Symphonic Winds

The Symphonic Winds offers an exciting musical experience for brass, woodwind, and percussion players. These dedicated musicians rehearse weekly and include students from all academic disciplines on campus, including music majors.

Our repertoire includes compositions and arrangements for the concert band from the traditional to the contemporary. The Symphonic Winds performs every semester and is open to all students who want to play their horn where it counts.

Music Theater & Co.

Founded in 1990, Music Theater & Co. is dedicated to the production of full scale Broadway musicals. Our organization is responsible for the annual Summer Dinner Theater production, drawing large crowds from the College and surrounding community. Any student with singing/acting experience is invited to join this dynamic group of performers. Auditions are held prior to each production.

The Jazz Ensemble

One of the oldest music groups on campus, the Jazz Ensemble studies improvisation and performs in all jazz styles, including big band, bebop, cool, blues, fusion, and rock. Our group is open to all students with concert or stage band experience and maintains an active performing schedule.

The Symphony Orchestra

The Symphony Orchestra is always popular with audiences, and has established a reputation for presenting exciting and highly entertaining concerts every semester. The annual "Pops" Concert is always heavily attended with standing room only. The Orchestra is open to all students with string, brass, woodwind, or percussion experience.

Guitar Ensemble

An ensemble of two or more guitars in combination with other instruments and voice, performing a wide range of literature from the Renaissance to contemporary standards. Performs on and off campus.

Wind and Percussion Ensembles

Musical ensembles of varying combinations of brass,

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woodwind, percussion, and handbells, perform music of the masters and contemporary standards. Performs on and off campus.

SPECIAL COLLEGE COMMITTEES

Athletic Board: The Intercollegiate Athletic Board serves as an advisory body to the administration and also as a liaison body for various campus groups concerned with athletics. The Board is comprised of ten members representing the students, faculty, trustees, alumni and athletic department. The Board meets twice each semester to discuss issues and concerns related to York College's athletic program.

Campus Accessibility Committee: The Campus Accessibility Committee of York College of Pennsylvania serves as the liaison and communication avenue to the administration on issues, services, and concerns relating to accessibility on campus and in college facilities. The Committee meets each month during the academic year, and membership is comprised of representatives from the following: students, faculty, administration, and staff. The Committee also sponsors a support group for the physically challenged.

Council on Religious Activities: This council has been established to provide support and input to the campus chaplains ministering to the YCP community and serves as a means of communication among the different religious groups on campus. It plans and co-ordinates programs for inter-faith activities on campus and provides informational materials on religious resources. The council is composed of the campus chaplains and representatives of the YCP administration, faculty, and student body.

Minority Affairs Council: The Minority Affairs Council of York College of Pennsylvania serves as a sounding board and communication avenue on issues, programs, and concerns relating to minority students and other special populations. The Council will meet three times each semester and membership is comprised of representatives from the following: Students, Faculty, Administration, and Staff.

Student Neighbor Safety Task Force: The SNSTF has been established to generate awareness and implement programs for the college community on student safety and security. The Task Force meets monthly during the academic year and membership is comprised of representatives from the following: administrators, faculty, students, neighborhood, and local police department.

York College Forum: The Forum functions as a sounding board for general concerns and issues relating to the College community. Membership includes five representatives from each of the following constituencies: faculty, administration, Board of Trustees, and students. Representatives are appointed by the presidents of the various groups involved. Meetings are held once each semester.



GREEK LIFE — FRATERNITIES AND SORORITIES

Greek Council

The Greek Council is a representative body established to provide guidance and leadership to all social Greek letter organizations at York College. The Greek Council, along with the Student Senate, has legislative powers over Greek letter organizations and, as such, has the power to approve or disapprove newly-formed Greek organizations for provisional status. The Greek Council and the Student Senate support the premise of the Greek organizations at York College and are proponents of the following **STATEMENT OF PHILOSOPHY:**

Greek organizations at York College are an integral part of the institution's total educational program. As such, they are partners with the College in a mutually-supportive educational endeavor. Greek organizations and York College sustain their relationship with a mutual pledge to promote the following goals: 1) fellowship, 2) academic achievement, 3) fiscal viability of the chapter, 4) leadership development, 5) group responsibility, 6) commitment to and participation in campus government, 7) service to campus and community, and 8) mature group conduct. Each fraternity and sorority will receive the support of the Student Senate, Greek Council and College Administration provided it continues to fulfill these responsibilities.

Inter-Fraternity Council

A representative organization which represents and governs all ten fraternities. I.F.C. promotes Greek unity within all organizations and works directly with the Greek Council.

Panhellenic Council

The organization that governs all nine sororities. It stands for promoting Greek life with fairness and equality. The "Panhel" views all sororities as the benefit that they are and wishes to promote them through its structure and programming. The Panhellenic stands for the unity of all and the strength of all to enhance the Greek system for all.

Pledging

Students seeking membership in York College's fraternities and sororities will be eligible to pledge a Greek letter organization after completing one semester and maintaining an average

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of 2.0. The York College Policy for Greek Pledging Activities describes the established guidelines and standards that groups must meet in the coordination of their respective fraternity and sorority programs. The policy description is made available to all Greek leadership and organization members. Copies may be obtained in the Student Activities Office of the Student Union.

Hazing

Hazing is prohibited and will result in administrative disciplinary action. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which requires, encourages, or permits violation of any federal, state, or local statute or College policy, for the purpose of initiation or membership into, or affiliation with, any organizations recognized by, or affiliated with York College of Pennsylvania. For specific information, consult with the offices of Student Activities and Student Affairs. Each organization is responsible for informing members (pledges, associate members, affiliates or guests) of the hazing policy. Violations of the hazing policy at York College will result in disciplinary action and/or legal action. Student(s) and/or organizations will be held responsible for group activity in the event this policy is violated. Violators can be given sanctions of probation up to and including suspension from the College.

Greek Judicial Board

This board has been established to insure and foster the concept of self-discipline within the Greek community. It will hear any/all violations that occur within the Greek system at York College; this may involve the College Code of Conduct, residence hall regulations, policies of the Greek Council, pledging policies, and hazing laws. Complaints or charges should be filed with the Greek Council or the Office of Student Affairs. Disciplinary sanctions (given by the board) shall range from an official warning to revocation of the organization's charter.

Alpha Sigma Alpha (National Sorority)

Originally founded in 1901, Alpha Sigma Alpha is York College's oldest national sorority on campus. The Delta Omicron Chapter was installed on April 8, 1978. Alpha Sigma Alpha provides service to the community, York College campus, and proudly supports its national philanthropic projects, the Special Olympics and the S. June Smith Center. ASA is founded upon sisterhood, friendship, and forming memories to last a lifetime. All interested women are welcome to attend rushes held twice a year.

Alpha Sigma Lambda

The National Honor Society for Adult Learners. Alpha Sigma Lambda is dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student's career. Membership in Alpha Sigma Lambda is restricted to matriculated, part-time students who have been in attendance at York College for a minimum of four semesters; have completed a minimum of thirty (30) credit hours and have achieved a grade point average of 3.5 or above.

Alpha Sigma Tau (National Sorority)

Alpha Sigma Tau, Gamma Iota Chapter, has 55 members, making AST the largest sorority on campus. They promote friendship, good times, service to the community, and most importantly, the bond of sisterhood. Alpha Sigma Tau's dedication to being active and involved both on campus and in the community, together with high academic standards, produces nothing but outstanding individuals. Alpha Sigma Tau is a truly unique sorority and an asset to York College.

Chi Gamma Iota (Veterans Fraternity)

This Greek organization is open to all students, both male and female. While the primary goal of the fraternity is to help veterans adjust to college life, it also gives traditional and non-traditional students the chance to belong to a fraternity and participate in all Greek activities without requiring members to undergo a lengthy pledge process. The brothers and sisters of Chi Gamma Iota invite all students to check out YCP's first fraternity. The Vets Office is located in the lower level of the Student Union.

Delta Phi Epsilon (National Sorority)

A sorority on campus that had been in existence for ten years was recently inducted as a colony of the national sorority Delta Phi Epsilon. Delta Phi Epsilon was formed in 1917 at a New York law school, and now holds over 60 active chapters throughout the U.S. and Canada. The purpose behind the Alpha Lambda Chapter of Delta Phi Epsilon is to provide community and campus services, and to develop a lifetime bond between its members. On the national level, the sorority faithfully supports the National Cystic Fibrosis Research and the National Association of Anorexia Nervosa.

Kappa Psi Epsilon (Local Fraternity)

Kappa Psi Epsilon is an active social and service fraternity open to male students at York College. Kappa Psi Epsilon takes pride in its social events, athletics, individuality and competitive spirit. With new ideas and activities, along with improving the old, this fraternity leads, not follows.

Kappa Sigma Rho (Local Fraternity)

This organization's main goal is to form a body of students which will serve York College and the community through group activities. In addition, Kappa Sigma Rho fraternity takes great pride in brotherhood, unity and athletic competitiveness. This organization encourages all interested male students to see any brother to find out why being in Kappa Sigma Rho means being an individual, as well as a brother.

Omega Chi (Local Sorority)

The Omega Chi sorority is a women's organization that promotes friendship, sisterhood, and unity. They are active in campus activities and work together to better the college Greek life and the surrounding community. See any Omega Chi sister to share the enthusiasm!

Omega Theta Chi (Local Fraternity)

Omega Theta Chi is a men's social and service organiza-

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tion. Membership is open to all full-time students at York College. This fraternity is designed to promote activities not only at the College, but also throughout the community. See any fraternity member for information and membership. "We can help you to help others."

Phi Kappa Epsilon (Local Sorority)

Phi Kappa Epsilon is an active sorority which participates in many College and community services. Their motto is friendship, trust, and unity. Academics are stressed as well as sisterhood. Membership is open to any full-time female student with a 2.0 cumulative average.

Phi Kappa Psi (National Fraternity)

Phi Kappa Psi is a national fraternity that was established in 1852. The Pennsylvania Rho colony was inducted at York College on October 6, 1990. It is the newest fraternity on campus. Phi Psi has an excellent national reputation and offers over 95 chapters throughout the country. Phi Psi is open to all eligible males who meet the scholastic and moral requirements of the national fraternity and of York College. Phi Psi offers the possibility of immediate leadership positions. It is with the highest tradition of Phi Kappa Psi that it devotes itself to campus and community services. Come feel the Phi Psi pride.

Phi Mu (National Sorority)

Phi Mu is an international sorority that was founded in 1852. Phi Mu is a social and service organization designed for women. An important characteristic of this sorority is the individualism each member possesses plus unity and friendships formed through being a sister. The purpose of this organization is to provide services for the campus and community, as well as for national philanthropies (Project Hope and Children's Miracle Network). Phi Mu also provides social activities for its members and an opportunity to live in an on campus sorority house that houses 8 women. Membership is open to any full-time female student with at least a 2.0 average enrolled at York College. Proud, principled, progressive-Phi Mu.



Phi Sigma Sigma (National Colony)

Phi Sigma Sigma is a national sorority, previously a local sorority, Alpha Theta Chi. It is a social and service organization for the women of York College designed to promote activities for the College and community. Their national/philanthropic organization is the National Kidney Foundation. The on-campus sorority house is located at 471 Country Club Road and houses 13 women. Phi Sigma Sigma's motto, "Aim High", states their goals as a sorority.

Sigma Delta Chi (Local Fraternity)

Sigm Delta Chi is a men's organization founded by an elite group of individuals in 1981. Besides actively participating in intramurals and social events, they have made their presence known within the York community with church clean-ups and various contributions to neighboring charities. Delta also feels proud about the strong sense of brotherhood that has been established over the years. Delta has 30 plus members with strong hopes of growing in the future.

Sigma Delta Sigma (Local Sorority)

Sigma Delta Sigma is a women's social and service organization dedicated to promoting activities both on campus and throughout the community. Membership is open to any full-time York College woman with emphasis placed on sisterhood as well as academics.

Sigma Delta Tau (National Sorority)

One of the newest sororities on campus, Sigma Delta Tau promotes trust and unity, along with sisterhood, throughout its organization. These are also the goals of this prestigious sorority. The group performs many campus and community services throughout the year. Sisterhood is open to any eligible female.

Sigma Chi Epsilon (Local Fraternity)

Sig Ep is a national fraternity that was founded in 1901. The fraternity creed is based on the principles of virtue... diligence... and brotherly love. Through these principles they promote great leadership, fierce competition, academic excellence, and philanthropy. Sig Ep commits itself in setting a great example to its peers and community. They make men into leaders and followers into men. Currently under reconsideration for national or local status.

Sigma Pi (International Fraternity)

Sigma Pi is an international fraternity open to all males in good academic standing. Sigma Pi offers a different outlook on fraternal life. Their goals are to establish brotherhood, maintain an aristocracy of learning and to develop character.

Tau Kappa Epsilon (International Fraternity)

Tau Kappa Epsilon is the oldest international fraternity at York College. TKE, at York College, was founded in 1977 and was one of the first fraternities established. The goal of TKE is to help develop York College students both academically and socially. This is accomplished through Love, Charity, and Esteem, the three basic principles of TKE. TKE was honored by the College last spring by winning the "Honor Scoop" Award, which is given to the Greek organization which promotes the most outstanding community and campus service. Membership is open to full-time male students who meet the academic requirements set forth by the College.

Zeta Beta Tau (International Fraternity)

Zeta Beta Tau, or ZBT as it is commonly referred to, is an international fraternity founded in 1898. This organization opens its membership to all undergraduate full-time male stu-

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dents of high academic and social standards. This group of men work with the school and community to create a positive frenzy of excitement. They legitimize their existence through active service and social committees. Academic and all-around collegiality are stressed.

HONORARY SOCIETIES

Alpha Chi

A coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those achieving such distinction. A general honor society as contrasted with a specialized one, it admits to membership students from all academic disciplines rather than a single area of study. Annually the Pennsylvania Delta Chapter at York College admits to active membership those juniors and seniors of good character who rank respectively in the upper 5% and 10% of their classes.

Alpha Phi Sigma

A Criminal Justice Honor Society dedicated to professionalization in the field of the Administration of Justice and to the recognition and promotion of high scholarship among students in that field. Membership is limited to Police Science and Corrections majors who have completed three semesters of course work, including at least ten hours in Police Science and Corrections; who have a 2.5 cumulative grade point average, with a 3.0 grade point average in Police Science; and who are in the upper 35% of their class.

Pi Kappa Delta

Membership in the National Forensic Honor Society is open to all students who participate in intercollegiate speech competition. There are five degrees of membership culminating in Highest Distinction for three years of participation in forensics and outstanding grades.

Senior Honor Society

The Senior Honor Society was formed in the Fall of 1971 and is sanctioned by both the Student Senate and the Academic Senate. Membership is limited to no more than 5% of the Senior class. Recipients of the honor must have at least a 2.8 cumulative average and have demonstrated continuing leadership and involvement in extracurricular and community activities.

Alumni Association

The purpose of the Association is to promote the interests and welfare of York College by organizing the alumni and informing them of the progress and needs of their alma mater. Additionally, the Alumni Association endeavors to keep alive the spirit of each class through annual Homecomings and a Grand Reunion every four years.

All graduates of York College of Pennsylvania, York Junior College, York Collegiate Institute, and York County Academy are considered to be members of the Association and are entitled to all of the rights and benefits of membership.

Members are urged to take an active part in their Association. Any alumnus may run for election to the Board of

Directors of the Alumni Association, although election to the Board is not required for at-large service on most committees of the Alumni Association. The meetings of the Alumni Board are held the second Wednesday of each month, September through June, and are open to any alumni who wish to attend and participate in the discussions.

PUBLICATIONS

The York Scene is a quarterly newsmagazine which covers College activities and projects as they involve faculty, students, members of the community and alumni.

The Daily Bulletin is a single sheet publication which announces student and faculty activities of the College on a daily basis. The publication is available at key locations around the campus daily.

The Student Handbook is an annual publication by the Student Senate and the College Administration. It contains campus information, regulations for student conduct while on campus, the administration of department matters, and the constitution of the student government organization. Students are urged to become familiar with this publication and its contents.

The Resident Student Handbook is an annually updated brochure describing policies, regulations, facilities, and services relevant to on-campus living. This publication is distributed to all resident students upon check in.

The Horizon Yearbook is produced by volunteer student staff. Offices are located on the lower level of the Student Union. The Horizon is a chronicle in pictures and words of the events and emotions of the school year. This publication offers the opportunity to develop and practice responsible journalism, business management, and photographic and artistic skills. The Horizon also allows students to meet new people and make new friends. Anyone interested in being a part of The Horizon Yearbook staff is encouraged to stop by the yearbook office and complete an application. No experience is necessary.

The Spartan Newspaper — The Spartan is the weekly campus newspaper created entirely by students. The office is located in the lower level of the Student Union. The Spartan was established as a source of information, a student forum, and as an opportunity to provide students with experience in journalism, advertising and business management. Any student interested in news writing, entertainment writing, production, advertising sales, proofreading, layout or word processing, is encouraged to join the staff of The Spartan. The newspaper not only includes campus and community news but also national news of interest to the college student. The Spartan has many features like organizational news, entertainment and campus news.

Past and Present — The YCP History and Political Science Department Journal is York College's newest and fastest growing student publication. This unique publication provides students of all majors with an outlet for their scholastic efforts in history and political science. Past and Present allows students to publish their written work, essays, term papers and articles, and provides a showcase for their artistic talent in covers and illustrations. Members of the editorial staff receive

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valuable experience in all facets of publishing a journal—editing, selecting papers, typing, binding, and even distribution. The editors and staff of Past and Present are proud of their new publication, grateful to those who contributed papers or artwork, and hopeful for the future. New staff members and new ideas are always welcome.



CAMPUS RADIO

WVYC-Radio — WVYC FM88 and AM640, are located on the upper level of the Student Union. The FM station is a 10 watt noncommercial educational facility operated by a student manager and staff under the guidance of the Department of Music, Art and Speech Communication. The station operates seven days a week while classes are in session, serving as an information and entertainment medium for the College and the York community. It also functions as a training facility for interested York College students.

AWARDS

Academic awards representing a variety of disciplines are presented annually at the Recognition Dinner in the spring of the year. These awards include the following:

MRS. ELEANOR A. GOHN: for the woman graduate with greatest proficiency in business.

RUSSEL G. GOHN: for the male graduate with greatest proficiency in business.

PENNSYLVANIA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SENIOR AWARD: to the outstanding student in accounting.

BOB HOFFMAN WRITING: for outstanding work in poetry, short fiction and short non-fiction.

TREVETHAN MEMORIAL SCHOLARSHIP: to the English major with at least 75 hours at York College with highest cumulative average in English courses.

MANUFACTURERS' ASSOCIATION OF YORK: for excellence in the sciences.

TELEDYNE-McKAY: for outstanding proficiency in mathematics.

CHEMICAL RUBBER COMPANY FRESHMAN ACHIEVEMENT: to the outstanding freshman chemistry student.

ROTARY CLUB OF YORK: to the student who has best demonstrated "Service Above Self."

MR. & MRS. JOHN SEMMELMAN: to a graduating woman, at least 30 years of age, based on personal endeavor, academic achievement and service to York College.

H. LaMARR RICE FORENSICS: for outstanding student performance in Forensics.

JOANN RUTTER HARTMAN READING ACHIEVEMENT: to an elementary education upperclassman for outstanding dedication to reading education.

WILLIAM H. SWARTZ MEMORIAL: to a veteran of the Armed Forces and a contributor to campus and community life.

SYLVIA NEWCOMBE: for outstanding contributions to the recreation program.

THE YORK WATER COMPANY: to the sophomore Biology major with the highest average in Biology courses.

SALES MARKETING EXECUTIVES, YORK CHAPTER: to the outstanding marketing senior.

EVELYN PETAY LYON: to the nursing major graduating with the highest academic average.

WILLIAM C. LANGSTON, M.D.: to a senior for highest achievement in nursing of child-bearing family.

YORK COLLEGE ALUMNI ASSOCIATION: to students who earn Summa Cum Laude honors.

JAMES L. MORRISON MEMORIAL: for academic achievement in American History courses.

BRANDER WYATT MORRISON MEMORIAL: for excellence in music.

PENNSYLVANIA RECREATION & PARK SOCIETY: the outstanding student award from the Society's annual conference.

BIOLOGY SEMINAR: given to the student who presents the best original research paper as determined by the members of the faculty.

JEFFREY L. ZEIGLER MEMORIAL: to a member of the Biology Club who has shown dedication to and worked toward the betterment of the student chapter.

DONALD F. HESS: for excellence in and commitment to Production and Inventory Management.

SANDERSON AWARD: to a sophomore nursing major who has demonstrated excellence in his/her work.

HARRY B. FIELDS/SCORE: to a senior exhibiting entrepreneurial aptitude and superior performance in small business studies.

NELIE PHILLIPS BROWN MEMORIAL: for excellence in English Literature.

MARY E. YAGLE: to the graduating senior judged to have had the greatest amount of integrity during their student nursing career.

THE PAM ABEL SCHOLARSHIP AWARD: to the junior student adjudged to have shown the greatest courage and perseverance in overcoming personal obstacles in the pursuit of the nursing degree.

HELEN MILLER GOTWALT AWARD: for excellence in drama.

KENNETH S. HATCH MEMORIAL: history and political science major on the basis of academic merit and financial need.

BURG ANSTINE SPEECH: the senior with the highest grade point average in Speech Communication.

Student Life

Student activity awards include the following:

ALCOHOL AWARENESS AWARD AND DRUG AWARENESS AWARD: Presented to the student organization for the greatest service to the campus through Alcohol/Drug Education.

HONOR SCOOP: The Honor Scoop is awarded annually to the organization that has contributed the most service to York College and the community during the academic year. Selection is made by a committee of administrators, faculty, and students.

STUDENT SENATE SERVICE AWARDS: The Student Senate presents these service awards to a group of upperclassmen for outstanding service to the College and community through participation in extracurricular activities. The Student Senate Service Awards Committee selects the award recipients.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES: This national Who's Who program annually honors outstanding campus leaders for their scholastic and community achievements. College juniors and seniors are eligible for nomination, and final selections are made by a committee of faculty and students.

DANIEL J. KLINEDINST, JR: Presented to the male athlete who displayed sportsmanship, athletic ability, and obtained a creditable scholastic record.

GEORGIA HEATHCOTE STALLMAN: to the outstanding graduating woman athlete.

DONALD SUERETH MEMORIAL: Presented to the student selected as greatest contributor to the welfare of the College.

YORK DAILY RECORD FIGHTING HEART: best typifies a Fighting Heart as an athlete and student, sponsored by the local daily morning newspaper.

SOCIETY FOR ADVANCEMENT OF MANAGEMENT: to outstanding student of the local chapter.

HORIZON: to outstanding contributor to the production of the Yearbook.

SPARTAN: to outstanding contributor to the publication of the Newspaper.

WVYC: Presented to the outstanding contributor to the operation of the college radio station.

STUDENT SENATE OUTSTANDING FRESHMAN: Presented to a freshman senator for outstanding service to the College and community during the academic year.

RENE S. GALLAGHER MEMORIAL: Presented to the Peer Advisor who, through his/her work with the Freshman class, has exhibited the highest degree of unselfish concern for the welfare of fellow students.

EMILY ALLEN KAIN GOLDEN RULE SCHOLARSHIP AWARD: shall be awarded to the junior class female student who best exemplifies the "Golden Rule" through her service to the College and the York Communities.

WILLIAM H. KAIN GOOD CITIZENSHIP SCHOLARSHIP AWARD: shall be awarded to the junior class male student who best exemplifies "Good Citizenship" in his acts and deeds within the College and the York Communities.

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YORK

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ADMISSIONS POLICY

It is the policy of York College of Pennsylvania to grant admission to applicants without regard to gender, race, creed, color, or national origin. Any applicant who fulfills the basic admission requirements is given every possible consideration given the capacity limits of our housing and classroom facilities.

York College endeavors to admit students whose records indicate that they possess the qualities needed to achieve academic success in the academic program they intend to pursue. York seeks students who are strongly motivated to excel in college, and who are mature enough to accept and fulfill collegiate responsibilities.

Applicants for admission must have graduated from an approved secondary school or have earned a state equivalency diploma prior to their enrollment at York College. Applicants should present academic records which demonstrate achievement and ability commensurate with college work, along with letters of recommendation that attest to their character, maturity and personal goals.

When and How to Apply

Applicants for admission should submit an application to the Director of Admissions early in their senior year. This form must be completed in its entirety and according to the printed instructions. The application fee of \$20.00 must accompany the application. This fee is non-refundable.

Academic Preparation

In general, the applicant's secondary school program should include the following units: four in English; three in social studies; four in academic math; two-three in laboratory science; two in languages. Admission decisions are based upon a formula which takes into account high school performance and SAT (or ACT) scores, as well as the personal character and qualities of the applicant.

ADMISSIONS PROCEDURES

Students seeking admission to York College directly from secondary school should follow these recommended procedures:

1. Send a completed application to the Admissions Office.
2. Submit a transcript of secondary school grades.



3. Arrange for a recommendation to be sent from a high school counselor, indicating that the applicant is prepared for college level work. (This recommendation may appear on the transcript which is sent to the College, or sent as a separate letter.

4. Take the Scholastic Aptitude Test of the College Entrance Examination Board by January of the senior year. Information about the examination may be obtained from the high school counselor's office or by writing directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

5. All applicants are urged to visit the campus. A personal interview with an admissions counselor is encouraged and should be scheduled in advance of the visit.

6. Submit a health history and report of a physical examination prior to matriculation. Forms are supplied by the College.

Acceptance

EARLY ADMISSION PLAN — In an effort to provide an opportunity for exceptionally well-qualified high school students to accelerate their studies, York College offers a program through which carefully selected students may be admitted to the college upon completion of the junior year of high school. Students enrolled in this program are admitted as freshmen and, upon successful completion of the freshman year, are granted a high school diploma by their high school, as well as the college credits earned.

Applicants must have the approval of their parents, the high school principal, and be recommended by their guidance

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counselor, in addition to having a combined SAT I recentered score of 1,100 and a 3.00 cumulative high school grade point average.

NOTIFICATION — Committee action occurs and applicants are notified as soon as all credentials have been received and evaluated. All acceptances are granted on the condition of satisfactory completion of secondary school and appropriate notice to the College of such completion.

ACCEPTANCE DEPOSIT — Applicants are encouraged to pay the registration deposit as soon as possible. Traditionally, both resident and commuter openings for fall fill quickly after April 1. Because admission to York College for both the fall and spring semesters is on a rolling basis, acceptance of deposits will be contingent upon space availability. Deposits for the fall semester are refundable if written notification to the Admissions Office is postmarked by April 15.

HOUSING — There are three general housing classifications for York College students:

1. The Resident Student lives in any of the College owned or affiliated facilities. A Housing Application/ Contract and detailed housing information are forwarded with each acceptance letter. Housing is reserved as the Application/ Contract card and appropriate deposit are received.
2. The Commuter is a local resident of the York County area who continues to live at home while attending the College.
3. The Resident Commuter is a student who lives away from home in independent (non-College-affiliated) housing. Students living off-campus must register with the Residence Life Office.



Admission of International Students

York College welcomes applications from international students. In addition to fulfilling the requirements stated under Admissions procedures, international students must submit satisfactory scores from the Test of English as a Foreign Language (applicants whose native language is English are excepted) administered by the Educational Testing Service, P.O. Box 592, Princeton, New Jersey 08540, U.S.A. A statement must be submitted which is certified by a U.S. Embassy or bank that

sufficient funds exist and will be released from the country to cover all educational and living expenses while attending York College. This information is required prior to issuance of an I-20 AB Form by the designated school official. International students must apply for admission at least three months prior to the semester in which they wish to enroll.

Courses for High School Students

Capable high school juniors and seniors are encouraged to take some college (credit) courses during their last two years in high school. The experience exposes them to a college environment, while they retain important high school social interactions. To be eligible to take such courses, high school students must obtain a letter of recommendation from their guidance counselor, have earned a 3.0 GPA, and have achieved a minimum of 1,100 on the combined, recentered SAT.

Admission of Transfer Students

Transfer students from regionally accredited two and four-year institutions are welcomed. A minimum grade point average of 2.0 is required. Some majors may require a higher grade point average. A maximum of 75 semester hours will be accepted in transfer from two-year colleges, and students must complete a minimum of 30 credit hours at York College to be eligible to earn a degree.

Students who are transferring from other institutions offering college level work must:

1. Submit an application form and the \$20.00 application fee. This fee is non-refundable.
2. Furnish a transcript of college work previously taken. An official transcript of all previous work is required whether a student has earned transfer credit or not, or whether a student wants transfer credit or not. Credit may be given for transfer courses in which the applicant has earned "C" or higher.
3. A student in academic difficulty at another institution who desires admission to York College as a full-time student is not eligible to apply until one semester has passed and they have taken at least six credits of coursework at York College or any other accredited institution, and have earned at least a "C" in each course taken.
4. A candidate for a second degree or a second major from York College must complete the requirements for the major plus any additional support courses the department might require. All general education courses are waived.
5. Graduation with honors will be based on the cumulative grade point average earned including transfer credits.
6. Transfer students are eligible for financial aid at the time of admission.

In the case of nursing program students, all records of transfer students must be reviewed by the Scholastic Standards Committee of the Department of Nursing prior to admission to the first clinical nursing care course. The earliest review date for Fall admission is June 15th. Refer to admissions criteria for Department of Nursing.

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Credit Validation

YORK COLLEGE TRANSFER CREDIT POLICY

Students who have completed courses at other regionally accredited colleges are welcome to apply to receive transfer credit at York College. In accordance with AACRO (American Association of Collegiate Registrar and Admissions Officers), guidelines, transfer credits will be awarded to provide advanced standing to transfer students for courses in which a C or better grade is earned, and which are comparable and appropriate to the academic programs and general education requirements of York College.

York College carefully evaluates transfer credits from colleges which have not achieved regional accreditation status. In cases where a college has applied for and achieved official candidate institution status, credit appropriate to the degree programs of York College will be awarded following the successful completion of a full time (12 credits minimum) semester at York College. For students applying to York College with credits from non-regionally accredited and non-candidate institutions, the College will offer credit for those appropriate experiences which can be validated by the York College faculty or through standardized external testing, (e.g. CLEP, ACT/PEP, etc.). In view of the College's special mission seeking to address the higher education aspirations of members of the York County community, applicants from non-regionally accredited institutions in York County may apply for special credit validation testing or portfolio review. Special arrangements and the fees for such review will be arranged with the cooperation of the sending institution. A description of the process required to validate credit will be provided to applicants as part of the admissions process.

CREDIT VALIDATION PROCESS

Upon admission to York College, applicants from non-regionally accredited and non-candidate institutions may request a review of their transcript for credit validation purposes. The admissions staff will evaluate the nature of the credits earned at the sending institution and make recommendations regarding the appropriate credit validation procedures for each student.

Standardized external testing using the Collegiate Level Examination Program will be used whenever possible to validate credit. The admissions office will provide the student with information regarding CLEP registration, fees, and test schedules. Internal credit evaluation will be arranged through the York College Credit by Examination Program (CEP) for those courses or educational experiences which cannot be validated through CLEP examinations. The application materials for these examinations are available in each department office and qualified students who wish to validate their credits in this way will be referred to the appropriate department chairperson by the admissions staff. Fees for York College credit by examinations will be waived for applicants from non-accredited institutions in York County who use these exams to validate previous educational experiences.

Admission of Veterans

Any veteran seeking matriculation to York College of Pennsylvania should submit an application to the Admissions Office. Those veterans who are eligible for educational assistance under any of the current GI Bills, as administered by the Department of Veterans Affairs, MUST notify the Director of Records to initiate their educational benefits and to insure that all necessary forms and certificates have been submitted. Recertification will be required for each subsequent enrollment period. Veterans who may qualify for advanced standing credit should submit all previous college transcripts and training records to the Admissions Office for evaluation.

A veteran who is eligible for educational assistance benefits may enroll as a non-matriculated student for a maximum of two enrollment periods and still utilize those benefits. Any questions or concerns relative to Veterans Educational Benefits should be directed to the Office of the Director of Records.

Premedical Scholars/Hershey Medical School Early Admission Program

Premedical Scholars participate in a series of pre-professional development experiences including Family Practice Rounds at York Hospital made possible by the close coordination of York College and York Hospital's teaching and research programs. Eligible candidates must achieve a combined SAT I recentered score of 1250 or higher, an outstanding secondary school record including strong letters of recommendation, and selection by the York College/York Hospital Premedical Scholars Admissions Committees.

During their junior year, the most outstanding Premedical Scholars are recommended for early admission interviews at the Pennsylvania State University College of Medicine at the Hershey Medical Center. York College of Pennsylvania, York Hospital, and the College of Medicine cooperatively offer this special early admissions program for exceptionally accomplished high school seniors who maintain high scholarly achievement in college and show a continuing commitment to medicine. The program allows selected participants in the Premed Scholars Program to be assured admission to the Penn State College of Medicine upon graduation from York College, contingent upon the student's academic performance in pre-medical courses at York College and a satisfactory Medical College Admission Test score in the junior year. Premedical scholars who are considered for this special option are interviewed by representatives of York College and, if qualified, are referred to York Hospital and the Penn State College of Medicine at Hershey for further interviews. Eligible candidates for the Hershey Medical School Early Admission Program must achieve a combined SAT I recentered score of 1310 or higher at the time of admission to York College, and first semester junior status at York College with a 3.6 or higher grade point average in premedical science and mathematics classes. Preference may be given to Pennsylvania residents, due to the funding structure of the Penn State College of Medicine.

Admissions and Finances

Matriculation

Matriculation is the process in which a student applies to the College in a degree program and is admitted as a student in that program. Students maintain their matriculated status as long as they enroll in at least one course in every fall and spring semester. A student is permitted to miss one (1) semester without losing matriculation status; however, if a student misses a second consecutive semester he or she loses matriculation status. To resume his or her studies, the student must then obtain and file a readmission application with the Admissions Office and be formally readmitted to the College. At that time, the student's degree requirements will be determined by the curriculum published in the College catalog then in force, not the catalog of prior matriculation.

All part time students must apply for matriculation status when 24 credit hours of coursework have been completed. A minimum 2.0 grade point average is required for matriculation. There are many benefits to matriculation, perhaps the most important of which is the assignment of a faculty advisor from the student's curriculum. It is important to realize that all students must have matriculated not later than the semester prior to the one in which they plan to graduate. Those students who wish to matriculate may do so by securing an admissions application from the Admissions Office, completing the application and returning it to that office.

Deferred Matriculation

Applicants may have their admission deferred for one year by submitting to the Admissions Office a request for deferred matriculation. Students who complete unsatisfactory work at another institution during that period will lose their deferment. The tuition deposit will be applied to the semester of matriculation.

Policy for Enrollment of Part-Time Non-Matriculated Students

Any individual who graduated from high school two years or more preceding the initial proposed date of attendance at York College may enroll in courses as a part-time non-matriculated student. Individuals who have graduated from high school within two years preceding the initial proposed date of attendance at York College may enroll in courses only if they have been accepted into a degree program at York College or can document satisfactory enrollment status at another accredited college or university. Acceptable documentation is either a copy of a current college transcript or a copy of a letter of admission from the college or university the student is planning to attend. Any student is eligible to apply for transfer into York College upon completing 30 or more credits from an accredited college or university, with a minimum 2.0 grade point average.

EXPENSES

Tuition and fees are payable prior to the beginning of each semester. No student may enter class until payment or arrange-

ments for payment have been made. No reduction in tuition or fees is made for late registration.

If students do not meet their financial obligations prior to the end of the academic semester they will not be permitted to attend classes nor will they be permitted to take final examinations. Grades and official transcripts will not be released until all financial obligations have been met.

The College reserves the right to change fees and charges without notice; however, College policy mandates moderate changes with reasonable advance notice of changes.

Billing and Payment Due Dates

(1995-96)

Fall Semester:	Resident & Commuter Students
Billing Date:	June 23, 1995
Payment Due Date:	July 24, 1995

Spring Semester:	
Billing Date:	November 6, 1995
Payment Due Date:	December 14, 1995

A \$25 LATE PAYMENT FEE APPLIES AFTER DUE DATE

Tuition

Per Semester

Full-time students* (12 -18 credits per semester and laboratories, 1995-96)	\$2,625.00
Beyond 18 credit hours, per credit hour	\$170.00

Anyone who is enrolled for more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. Withdrawal from a course or courses following the add period will not reduce the student's financial obligations for the semester.

Part-time students (less than a total of 12 credits per semester) per credit hour	\$170
Auditors	

Per credit hour \$30
(In addition to the above, auditors are charged a General Fee of \$40 which includes parking privileges.) Auditing will not be permitted in laboratory or non-credit courses.

*There will be an additional tuition charge of \$268 per semester for full-time Sophomore, Junior and Senior students majoring in the Nursing program.

*There will be an additional tuition charge of \$268 per semester for full-time Respiratory Therapy students while in the clinical portion of the program.

* There will be an additional charge of \$268 per semester for Engineering majors.

Fees

Application Fee (new students only)	\$20
General Fee 12 credits or more (per semester)	\$83
Entitles full-time student to campus parking for commuters, free admission to all home athletic contests, concerts and lectures, library services, College health service,	

Admissions and Finances

scheduling, advising services, and the use of the Student Union.

General Fee 11 credits or less

(per semester) \$40

Entitles part-time student to campus parking for commuters, free admission to all home athletic contests, concerts and lectures, library services, schedule and advising services, and the use of the Student Union.

Special Fees

Late Scheduling Fee Part-Time Student-\$15
Full-Time-\$25

Change of schedule (per change) \$10

Student Senate Fee (per semester)(full-time) \$37

This fee assessed by the Student Senate and collected by the College for the Student Senate.

Applied Music

Applied Music fees in voice, piano, organ or instrument are assessed each semester. Once the student has enrolled and scheduled a lesson time, the applied music fee will not be refunded for any reason.

1/2 hour lesson per week \$215

Two 1/2-hour lessons or one 1-hour lesson per week \$400

Student Teaching Fee for Education majors \$160

Degree Fee (required of all students as follows): \$30

For students matriculated in the baccalaureate program, this fee is due and payable immediately following the semester during which the student accumulates 105 credits toward graduation. For part-time students matriculated in baccalaureate programs, it is due and payable following the semester during which 114 credits have been accumulated. For students matriculated in associate degree programs, this fee is due and payable immediately following the semester during which the student accumulates 45 credits toward graduation, either from York College or as a transfer student from another institution. For part-time students matriculated in Associate Degree programs it is due and payable immediately following the semester during which the student accumulates 54 credits toward graduation.

Chemistry Laboratory Breakage Fee: \$20

All students enrolled in chemistry courses will be required to purchase a Laboratory Breakage Card from the Business Office at the start of each semester. Students will be responsible for payment for lost or carelessly broken equipment. Any unused portion of the card may be refunded at the end of the semester.

Laboratory Fees (part-time students only): \$30

A laboratory fee is charged for certain courses for part-time students only. A listing of these courses will be available at the beginning of each semester.

Part-Time Differential Tuition for Nursing, Respiratory Therapy and Engineering Courses prefixed by letters N, RT, or EGR per credit hour \$27

Credit by Examination (per course) \$100

Late Payment Fee for Semester Billing

full-time students \$25

part-time students \$15

Delinquent Check Charge

\$20

This fee is charged against the account of any person who gives the college a check, which, when presented for collection, is not honored by the bank on which it is drawn.

Typical Tuition and Fee Costs at York College for One Semester

	1995-96	
	Cost Per Semester For Resident Student*	Cost Per Semester For Commuter Student*
Tuition	\$2,625.00	\$2,625.00
General Fee	83.00	83.00
Student Senate Fee	37.00	37.00
Room	925.00	
Board	980.00	
	\$4,650.00	\$2,745.00

*In addition to these charges, a student will incur expenses for books and supplies and, in certain instances, special fees. Students majoring in Engineering are charged an additional \$268 per semester. After the freshman year, students majoring in Nursing and Respiratory Therapy are also charged an additional \$268 per semester.

Residence Hall Fees

	Per Semester 1995-96
Room Rent*	**\$925-\$1,367.50
Board	\$980.00

Students residing in traditional and apartment style halls on campus proper are required to participate in board arrangements made by the College.

* There are a few single rooms available for an additional fee of \$150 per year.

** Depending upon location.

Note: The Semester Lunch Plan is available for students who live off campus or in housing where Board is optional. This plan offers lunch only five (5) days a week at a cost of \$360 per semester or \$720 per year.

REFUND POLICY

The refund policy for credit courses is as follows:

Full-Time and Part-Time

During the regular fall or spring semester, if a full-time or part-time student withdraws from all courses, the following tuition refunds will be made:

- Withdrawal during the first or second week of the session—80%.
- Withdrawal during the third week of the session—60%.
- Withdrawal during the fourth week of the session—40%.
- Withdrawal during the fifth week of the session—20%.
- Withdrawal during the sixth or succeeding week of the session—0%.
- Suspension—0%.

Admissions and Finances

No refund of any fees will be made, including general, laboratory, application and other special fees.

If a full-time resident student withdraws from all courses, there is no refund of the room fee, but the unused portion of the meal ticket will be refunded.

In applying the above withdrawal schedule, the first week of the session begins on the Monday of the week in which college classes begin. This week may include Labor Day. See the official calendar at the end of this catalog for reference.

Failure to attend class, merely giving notice to instructors, or telephoning, will not be considered as an official withdrawal. In the absence of an official withdrawal the student will be responsible for all tuition charges, and will receive a failing grade for all scheduled courses. To complete an official withdrawal, the student must obtain and complete "A Change of Student Records" form through the Records Office or Campbell Hall Evening Program Office, (see page 53 for details).

This refund policy meets the U.S. Department of Education's regulation of a "fair and equitable" refund policy. All refund credits to students receiving Title IV federal aid will be in compliance with current or amended regulations.

A detailed refund chart that conforms to the withdrawal schedule and the academic College Calendar is available in the York College Business Office.

Summer Refunds

The refund policy for Summer credit courses is as follows:

Refunds for Summer students who are taking courses in the Mini-Mester, Summer I, Summer II, Graduate I or Graduate II. Sessions will be based on the number of credits dropped:

- Withdrawal during the first day of classes 80%.
- Withdrawal during the second day of classes 60%.
- Withdrawal during the third day of classes 40%.
- Withdrawal during the fourth day of classes 20%.
- Withdrawal after the fourth day or without officially notifying the Records Office 0 %.

In applying the refund schedule, the first day of classes begins on the Monday of the week in which College classes begin.

Deposit Refunds

New Students

Applicants for the fall semester admitted prior to February 1st are encouraged to pay the registration deposit by April 1st, while those admitted following April 1st should plan to pay within thirty days of acceptance. The earlier a deposit is received the greater the likelihood of obtaining a place in the entering class. All deposits are credited toward the semester tuition. Deposits for the fall semester are refundable only if written notification to the Admissions Office is postmarked by April 15.

Returning Students

Returning Students are required to make a \$100.00 deposit, if a commuter, or \$200.00 deposit, if a resident. The deposit for Returning Students will be refunded under the following conditions:

- (a) If a student is academically suspended from the College;
- (b) If a student is refused final admission;
- (c) All full-time students attending the Fall semester are requested to make the required deposit before scheduling classes. This deposit signifies their intention to return to York College in the Spring Semester of the academic year. In order to obtain a refund of this deposit, a student must file a written request for refund with the Business Office on or before December 20. If a full-time student withdraws, or is socially suspended, after December 20 and prior to the start of Spring classes, no refund of the deposit will be made.
- (d) All full-time students attending the Spring Semester are requested to make a similar deposit before scheduling classes. This deposit signifies their intention to return to York College in the Fall Semester of the next academic year. In order to obtain a refund of this deposit, a student must file a written request for refund with the Business Office on or before June 15. If a full-time student withdraws, or is socially suspended after June 15 and prior to the start of Fall classes, no refund of his deposit will be made.

STUDENT MEDICAL INSURANCE

Students not otherwise covered by health and accident insurance are required to apply for coverage under a policy available to all York College students. These premiums are for a twelve month contract, September 1 to August 31. Specific information regarding coverage will be sent to all students by mail prior to the opening of the Fall semester. Students who carry insurance through the College program must file a claim form within twenty days following the accident or illness. Claim forms are available in the Health Center.

FINANCING YOUR EDUCATION

Financial Policy

There are numerous sources which students may draw upon to finance their education. Some funds are administered by the College and others are available to students by means of Federal support of higher education in the form of loans, scholarships and grants-in-aid. Every effort is made by the College to keep tuition and fees at moderate levels as a form of "scholarship" aid to all entering students.

York College is a member of the College Scholarship Service of the College Board. Non-Pennsylvania resident aid applicants may supply a Financial Aid Form submitted through the College Scholarship Service or they may file the Pennsylvania State Grant application (PHEAA/Federal Student Aid Application). All returning students are encouraged to file the PHEAA/Federal Application.

Inquiries should be directed to:
Financial Aid Officer
York College of Pennsylvania
York, Pennsylvania 17405-7199

Admissions and Finances

Qualification for Aid

Through its general funds, scholastic endowments, annual gifts, and loan funds, the College is able to offer aid on the basis of documented financial need.

To qualify for consideration, an applicant must:

Be enrolled or accepted for enrollment as a full-time student.

Returning students must maintain a GPA of 2.0 to qualify for College administered funds.

Meet any stated requirements of an individual fund.

File a completed institutional application for financial aid.

File a Financial Aid or PHEAA/Federal Form.

Transfer students must request a Financial Aid transcript from their previous institution.

Application deadline (to have all information to Financial Aid Office) is April 15.

Applicants are encouraged to file all forms prior to March 15.

Satisfactory Academic Progress Policy

The Higher Education Act of 1965 as amended by Congress in 1980 mandates institutions of higher education to establish standards of "satisfactory progress" for students receiving financial assistance from Federal Funds. As of May 1, 1986, the College makes these standards applicable to the Pell Grants, Supplementary Educational Opportunity Grants, Perkins, College Work Study Program, Nursing Student Loans, Stafford Loans and "PLUS" Loans. Institutional funds require a minimum grade point average of 2.0 unless the guidelines of the scholarship or fund stipulates a higher G.P.A.

Undergraduate students enrolled for twelve (12) credits are considered to be full-time. Six (6) to eight (8) credits are considered half-time. Nine (9) to eleven (11) credits are considered to be three-quarter time.

The following will govern the monitoring of undergraduate students for Satisfactory Academic Progress for Title IV financial assistance.

Good Standing

1. To be in good standing, each student must meet the standards for Qualitative Progress as measured by cumulative Grade Point Average (GPA) and Quantitative Progress as measured by cumulative credits earned.

a. To be in good standing on a QUALITATIVE basis, the following progress must be maintained:

Upon completion of 12 credits 1.6 GPA

Upon completion of 24 credits 1.7 GPA

Upon completion of 36 credits 1.85 GPA

Upon completion of 48 or more credits- 2.0 GPA

2. To be in good standing on a QUANTITATIVE basis, a student must have passed at least 67% of the cumulative number of registered credits at YCP.

a. "Registered credits" are the number of credits for which a student is enrolled at the end of the Drop/Add period (for a student who was originally registered and charged at

fulltime status, and who reduced during Drop/Add to part-time status), the registered credits will be calculated as twelve (12).

3. To determine academic progress, a student's cumulative academic record will be reviewed at the end of each academic year. (This policy applies to both full-time and part-time students.)

A student who does not satisfy either QUANTITATIVE or QUALITATIVE standards will be placed on financial aid probation. The status of a student on financial aid probation will be reviewed each semester (fall, spring, summer) to determine if the probation may be lifted.

A student who is placed on financial aid probation may be continued on probation for the next two semesters for which the student is enrolled at YCP. (Summer and fall or fall and spring or spring and summer.) A student on financial aid probation who does not return to Good Academic Standing within two semesters (see item above) will have all financial aid terminated.

A student may qualify for reinstatement by enrolling in summer sessions or fall or spring semesters (without financial aid) and raising the quantitative and/or qualitative record(s) to the required standard. (See "Good Standing" above.) By formal appeal through the Office of the Dean of Administrative Services, an extension of one semester is granted in exceptional and extenuating circumstances.

All students must complete their degree program within an established time frame. Since enrollment status may vary from semester to semester, the time frame is measured in terms of credits attempted at York College.

Federal Financial Assistance will terminate at the end of the following time frames:

1. It is expected that the bachelors degree will be earned at the point of having 186 Registered Credits. Since 67% of the registered credits must be passed to maintain satisfactory progress, 124 credits (the number required for graduation) would be earned at the point of having 186 registered credits.

a. Exceptions are:

1. Health Records (126 cr.) 189 credits
2. Mechanical Engineering (152 cr.) 228 credits
3. Medical Technology (130 cr.) 195 credits
4. Nuclear Medicine (128 cr.) 192 credits
5. Nursing (132 cr.) 192 credits
6. Secondary Education (135 cr.) 203 credits

2. Associate Degree candidates should have earned the degree at point of having 84 registered credits.

If a student feels he or she has extenuating circumstances, the student should request the Director of Financial Aid to review his or her circumstances. In the event the student is not satisfied with the review decision, he or she may appeal in writing to the Dean of Administrative Services.

Admissions and Finances

A student on academic suspension is not eligible for any type of aid.

Incomplete courses are counted as courses taken but will not count toward progress unless satisfactorily completed within two months of the end of the marking period.

Withdrawn courses are counted as courses taken but do not count toward progress.

A repeated course does not count toward progress (it is not a new course).

Non-credit and Audit courses are not counted as courses taken toward progress.

This policy is subject to change due to modifications in institutional and/or governmental regulations. Updated policy statements are available at the Financial Aid Office.

GRANTS

Federal Pell Grants (Formerly Basic Opportunity Grants)

A Federal program which provides grants of up to \$2340 to students showing a financial need. Application is made directly to the government.

Pennsylvania Higher Education Grant Program

York College of Pennsylvania is a participating institution in the Pennsylvania Higher Education Grant Program. All students applying for institutional financial aid must apply for these funds if they are a Pennsylvania resident. Each year application deadlines are announced by the Agency. Award amounts are limited to 80% of the cost of tuition, but may not exceed \$2600 per year. Students are eligible for up to 8 semesters of grant eligibility (in a four-year program). Students must maintain academic progress (progression from one academic level to the next academic level each year). Students should contact their high school Guidance Office, the Financial Aid Office at the school they are, or will be, attending, or PHEAA, Harrisburg, Pa. 17102 for further information.

Federal Supplemental Educational Opportunity Grants

York College of Pennsylvania awards Federal Supplemental Educational Opportunity Grants to a limited number of students with exceptional financial need who require these grants to attend college. This program was authorized by the Higher Education Act of 1965 and began its first year of operation in the fall of 1966.

The amount of financial assistance a student may receive depends on his need.

Federal College Work-Study Program

This program was established by the Economic Opportunity Act of 1964 and was transferred to the United States Office of Education by the Higher Education Act of 1965.

Under the Work-Study Program, full-time students are assigned responsibilities for the full academic year. Students may be employed up to 10 hours per week.

Work-Study has been of particular interest to many students and has become one of the most attractive ways to help in the payment of college expenses. If the assignment to a Work-Study Program should not sufficiently meet the financial needs of a student to attend York College, a "package of aid" (consisting of a combination of work, loan or scholarship) may be awarded in order not to place an undue hardship upon the student or his family.

Institutional Scholarships

York College students benefit from over one hundred fifty institutional scholarships, most of which come from endowed funds. These scholarships have been established through gifts to York College from alumni, private individuals, corporations, organizations, and foundations.

Some fund guidelines stipulate that preference be given to students who major in particular disciplines, native of certain regions, dependents of employees of sponsoring companies, or qualified recipients in terms of other criteria. Most are available to new and returning matriculated full-time students, and are renewed in subsequent years, contingent upon satisfactory academic progress. Some are available to part-time students.

In order to be considered for institutional scholarships, a student must first submit a properly completed "York College Financial Aid Application" to the Financial Aid Office within established deadlines. Application forms and details about specific institutional scholarships and deadlines are available from the Financial Aid Office.

Scholarship funds from which York College students currently benefit include:

TRUSTEE HONORS SCHOLARSHIP. A competitive scholarship of full tuition per year for five entering full-time freshmen who graduated in the top one-fifth of their high school class and attained a combined SAT I centered score of 1180 or better. In addition to academic requirements, students are judged on their leadership involvement in academic and extracurricular activities. Finalists are interviewed on campus in the spring. This scholarship will cover the difference between full tuition and government aid or other scholarships.

Scholarships will be renewed for up to four years for students who maintain a minimum grade point average of 3.25. One-half of the scholarship will be awarded annually to those maintaining a grade point average of 3.0 to 3.24.

PRESIDENTIAL SCHOLARSHIP. A competitive scholarship of one-half tuition per year for entering full-time freshmen awarded by each of the nine (9) departments of the College. Candidates must meet the eligibility requirements of the Trustee Honors Scholarship. A minimum grade point average of 3.25 is required to renew the scholarship each year for up to

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four years. One-half of the scholarship will be awarded to those maintaining a grade point average of 3.00 to 3.24.

VALEDICTORIAN AND SALUTATORIAN SCHOLARSHIP. A one-half tuition scholarship per year for entering full-time freshmen who were valedictorians or salutatorians of their high schools and have a combined SAT I centered score of 1,100 or better with a minimum score of 520 on the math section and 540 on the verbal section.

A minimum grade point average of 3.25 is required to renew the one-half tuition scholarship each year for up to four years. One-half of the scholarship will be awarded annually to those maintaining a grade point average of 3.00 to 3.24.

DEAN'S ACADEMIC SCHOLARSHIP. A scholarship of one-third tuition per year for one hundred and seventy-five (175) entering full-time freshmen who have graduated in the upper two-fifths of their high school class and have a combined SAT I centered score of 1,100 or better with a minimum score of 520 on the math section and 540 on the verbal section.

For those graduating from a high school which does not rank students, the Admissions Office will determine eligibility based on academic record. A minimum grade point average of 3.25 is required to renew the scholarship each year for up to four years. One-half of the scholarship will be awarded annually to those maintaining a grade point average of 3.00 to 3.24.

Other scholarships and awards include:

PAM ABEL SCHOLARSHIP AWARD FUND
AMERICAN PRODUCTION AND INVENTORY CONTROL SOCIETY SCHOLARSHIP & AWARD FUND
JOHN ANDREWS SCHOLARSHIP FUND
W. BURG ANSTINE SCHOLARSHIP FUND
JOHN L. AND MARY FRANCES ATKINS SCHOLARSHIP FUND
JOHN E. BAKER II MEMORIAL SCHOLARSHIP FUND
J.E. BAKER COMPANY SCHOLARSHIP FUND
BANK OF HANOVER & TRUST CO. SCHOLARSHIP FUND
LOIS BELL SCHOLARSHIP FUND
LESTER W. AND KATHRYN E. BENTZ SCHOLARSHIP FUND
DR. JOHN W. AND EVELYN M. BEST SCHOLARSHIP FUND
GEORGE M. BRENNEMAN TRUST
BRETHREN HOME FOUNDATION
CRESTON K. AND MERRILL G. BRIGGS MEMORIAL SCHOLARSHIP FUND
WILLIAM F. BROSSMAN FAMILY TRUST
LESTER L. AND ANNA S. BUCHART SCHOLARSHIP FUND
CAMPBELL CHAIN COMPANY SCHOLARSHIP FUND
MR. AND MRS. HOWARD D. CAMPBELL SCHOLARSHIP FUND
MARY D. CARLSON MEMORIAL SCHOLARSHIP FUND
EMPLOYEES OF CATERPILLAR, YORK, SCHOLARSHIP FUND
JOSEPH R. CHAMBERLAIN SCHOLARSHIP FUND
CITIZENS' SCHOLARSHIP FOUNDATION
J. FRANK COLE SCHOLARSHIP FUND
COLEMAN SCHOLARSHIP FUND
COLONY PAPERS, INC. SCHOLARSHIP FUND
JOHN P. CONNELLY SCHOLARSHIP FUND
ROBERT A. COTTINGHAM MEMORIAL SCHOLARSHIP FUND
CREDIT BUREAU OF YORK, INC., AND ADAMS COUNTY SCHOLARSHIP FUND
DAUPHIN DEPOSIT BANK AND TRUST CO. SCHOLARSHIP FUND

DEVERS LIONS CLUB

WHIT TIM DRAVER SCHOLARSHIP FUND

DROVERS AND MECHANICS BANK SCHOLARSHIP FUND

EAST YORK LIONS CLUB

STANLEY G. AND GLADYS S. EBERLY MEMORIAL SCHOLARSHIP FUND

LUCY P. EISENHART MEMORIAL SCHOLARSHIP FUND

CHARLES AND VERBIE EMIG MEMORIAL SCHOLARSHIP FUND

GEORGE D. EVERHART MEMORIAL SCHOLARSHIP FUND

CHARLES G. AND MAREA V. EYSTER SCHOLARSHIP FUND

FARMERS BANK AND TRUST CO. SCHOLARSHIP FUND

MR. AND MRS. JEAN E. FORINASH SCHOLARSHIP FUND

ALFRED GUY FREAS SCHOLARSHIP FUND

HENRY D. AND MARY E. FREED SCHOLARSHIP FUND

EARL J. AND INEZ C. FREY SCHOLARSHIP FUND

NINA AND PHILIP FRIEDMAN MEMORIAL FUND

HERBET W. FURSE MEMORIAL SCHOLARSHIP FUND

W. EMERSON AND HELEN D. GENTZLER SCHOLARSHIP FUND

FREDERICK BAUGHER GERBER MEMORIAL FUND

FLORENCE M. GIPE MEMORIAL SCHOLARSHIP FUND

ARTHUR J. GLATFELTER SCHOLARSHIP FUND

CASSANDRA GLATFELTER MEMORIAL SCHOLARSHIP FUND

RUSSEL G. GOHN AND ELEANOR A. GOHN TRUST FUND

DORIS AND BERNARD GORDON SCHOLARSHIP FUND

GRAHAM COMPANIES YORK COLLEGE OPPORTUNITY PROGRAM

CLARENCE GREEN MEMORIAL SCHOLARSHIP FUND OF GREEN'S DAIRY, INC.

MICHAEL DAVID GROSS MEMORIAL SCHOLARSHIP FUND

ZACHARY GROSS MEMORIAL SCHOLARSHIP FUND

JOHN F. & JULIA A. GROVE & JOHN F. & THERESA I. GROVE SCHOLARSHIP FUND

PRESENTED BY YORK GRAPHICS SERVICES EMPLOYEES

GTE SCHOLARSHIP FUND

JULIA SPENKEL HALL MEMORIAL SCHOLARSHIP

HAMILTON BANK

HARLOWE HARDINGE SCHOLARSHIP FUND

LORI M. HEFFNER MEMORIAL SCHOLARSHIP FUND

CHARLES J. HELB MEMORIAL SCHOLARSHIP FUND

JOHN W. AND MARTHA S. HENNESSEY SCHOLARSHIP FUND

HERCULITE PRODUCTS, INC., SCHOLARSHIP FUND

FRED HESPENHEIDE MEMORIAL SCHOLARSHIP FUND

STANLEY AND ROSALIE HOFFMAN SCHOLARSHIP FUND

JULETE M. HONOUR SCHOLARSHIP FUND

PHILIP A. AND ELIZABETH J. HOOVER SCHOLARSHIP FUND

ELIZABETH S. AND HARRY W. HOKE MEMORIAL SCHOLARSHIP FUND

ETHEL H. AND JOHN T. ILES SCHOLARSHIP FUND

EMILY ALLEN AND WILLIAM H. KAIN SCHOLARSHIP AWARDS FUND

GEORGE FRANKLIN KAUFFMAN SCHOLARSHIP FUND

HOWARD N. KING SCHOLARSHIP FUND

ROBERT A. KINSLEY, INC., SCHOLARSHIP FUND

REV. HOWYOOD G. KNIGHT MEMORIAL SCHOLARSHIP FUND

ADAM KOHLER FAMILY SCHOLARSHIP TRUST

VIRGINIA AND ROBERT V. KRIKORIAN SCHOLARSHIP FUND

DAVID C. LAWRENCE MEMORIAL FUND

CARL W. LEAMAN, SR., SCHOLARSHIP FUND

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SAMUEL A. AND MIRIAM LEWIS MEMORIAL SCHOLARSHIP FUND
 J. CHESTER LIVINGSTON AND JESSIE L. LIVINGSTON MEMORIAL FUND
 LOATS FOUNDATION, INC.
 HAROLD L. AND EVELYN W. MATTHEWS SCHOLARSHIP FUND
 McCRORY CORPORATION SCHOLARSHIP FUND
 RACHEL H. AND EDWILL B. MILLER ENDOWMENT FUND
 RACHEL H. AND EDWILL B. MILLER TRUSTS
 WILLIAM H. MILLER, JR., SCHOLARSHIP FUND
 MINERAL PROCESSING SYSTEMS, INC., SCHOLARSHIP FUND
 FRED B. AND L. E. F. MINNICH SCHOLARSHIP FUND
 MOTTER SCHOLARSHIP FUND
 NATIONAL ASSOCIATION OF ACCOUNTANTS-YORK CHAPTER ACCOUNTING SCHOLARSHIP FUND
 NATIONAL MERIT SCHOLARSHIP CORPORATION
 MARY MARGARET NESTOR FOUNDATION
 SYLVIA C. NEWCOMBE ENDOWMENT FUND
 R. S. NOONAN SCHOLARSHIP FUND
 KARL ORT SCHOLARSHIP FUND
 CHARLES F. AND MIRIAM K. POSEY SCHOLARSHIP FUND
 AMOS R. AND LILLIAN M. RAFFENSBERGER SCHOLARSHIP FUND
 HERBERT M. REHMEYER MEMORIAL SCHOLARSHIP FUND
 HERBERT M. REHMEYER MINORITY OPPORTUNITY SCHOLARSHIP FUND
 REINHARDT FOUNDATION
 LOUIS D. AND JOAN F. ROOT SCHOLARSHIP FUND
 FRED ROSENMILLER FAMILY SCHOLARSHIP FUND
 GEORGE B. RUDY, JR. TRUST
 GEORGE B. RUDY, JR., SCHOLARSHIP FUND
 ESTHER T. RUTTER SCHOLARSHIP FUND
 RUTTER'S DAIRY, INC. SCHOLARSHIP FUND
 HENRY D. SCHMIDT SCHOLARSHIP FUND
 THOMAS W. SECKINGER MEMORIAL SCHOLARSHIP FUND
 J. EMORY SEITZ MEMORIAL FUND
 SERTOMA CLUB OF YORK FUND
 PAUL R. AND GRAYCE SHELLY SCHOLARSHIP FUND
 CHARLOTTE NEWTON SHEPPARD MEMORIAL SCHOLARSHIP FUND
 LAWRENCE B. SHEPPARD MEMORIAL SCHOLARSHIP FUND
 SHERIDAN PRESS SCHOLARSHIP FUND
 MARVIN E. AND RUTH D. SILBERGER MEMORIAL SCHOLARSHIP FUND
 ROBERT E. AND MARY S. SKOLD SCHOLARSHIP FUND
 SAMUEL SMALL SCHOLARSHIP FUND
 BEAUCHAMP E. SMITH MEMORIAL SCHOLARSHIP FUND
 REYNOLD B. SMITH MEMORIAL SCHOLARSHIP FUND
 VIRGINIA NOSS SMITH MEMORIAL SCHOLARSHIP FUND
 SNAYBERGER MEMORIAL FOUNDATION
 SPRINGETTS MANOR LIONS CLUB
 J. KENNETH STALLMAN MEMORIAL FUND
 NEIL P. STAUFFER AND RUTH M. STAUFFER SCHOLARSHIP FUND
 H. R. (DICK) STITELY MEMORIAL SCHOLARSHIP FUND
 SUSQUEHANNA -PFALTZGRAFF FOUNDATION SCHOLARSHIP FUND
 GASTON I. SWEITZER BOOK FUND

GASTON I. SWEITZER SCHOLARSHIP FUND
 THE TEAMSTERS
 JOHN B. AND MILDRED L. TERPAK SCHOLARSHIP FUND
 MILLARD G. UNGER MEMORIAL SCHOLARSHIP FUND
 UNITED STEELWORKERS OF AMERICA
 CHARLES AND MARIE VERGIN SCHOLARSHIP FUND
 WAGMAN METAL PRODUCTS, INC., SCHOLARSHIP FUND
 T. HOWARD AND INA V. WALKER MEMORIAL SCHOLARSHIP FUND
 STEWART E. WARNER SCHOLARSHIP FUND
 ELDON S. AND NAOMI B. WEBB SCHOLARSHIP FUND
 JOHN E. WEIR MEMORIAL SCHOLARSHIP FUND
 ERNEST AND KATHERINE WEISS MEMORIAL FUND
 PURDON S. WHITELEY AND GEORGE H. WHITELEY, JR., SCHOLARSHIP FUND
 EARLE L. WOLF SCHOLARSHIP FUND
 MONICA WOODARD MEMORIAL SCHOLARSHIP FUND
 YORK BANK AND TRUST CO. SCHOLARSHIP FUND
 YORK COLLEGE OF PENNSYLVANIA ACADEMIC SENATE SCHOLARSHIP FUND
 YORK COLLEGE ALUMNI SCHOLARSHIP FUND
 YORK COLLEGE DEAN'S ACADEMIC SCHOLARSHIP
 YORK COLLEGE ENDOWMENT INTEREST FUND
 YORK COLLEGE HELEN McNITT SCHOLARSHIP FUND
 YORK COLLEGE PRESIDENTIAL DEPARTMENT SCHOLARSHIPS
 YORK COLLEGE PART-TIME STUDENT SCHOLARSHIP FUND
 YORK COLLEGE TRUSTEE SCHOLARSHIP FUND
 YORK COLLEGE FRED C. SMITH SCHOLARSHIP FUND
 YORK COLLEGE STUDENT SENATE SCHOLARSHIP FUND
 YORK COLLEGE VALEDICTORIAN SCHOLARSHIP
 YORK COLLEGE CLASS OF 1984 SCHOLARSHIP FUND
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 YORK COLLEGE CLASS OF 1992 SCHOLARSHIP FUND
 YORK CONTAINER CORP. SCHOLARSHIP FUND
 YORK COUNTY ACADEMY ENDOWMENT FUND
 YORK CO. AGRICULTURAL SOCIETY
 YORK CO. MEDICAL SOCIETY AUXILIARY
 YORK DAILY RECORD SCHOLARSHIP FUND
 YORK FEDERAL SAVINGS & LOAN ASSOCIATION SCHOLARSHIP FUND
 YORK STEEL COMPANY SCHOLARSHIP FUND
 YORK WATER COMPANY SCHOLARSHIP FUND

LOANS

Perkins Loan (Formerly National Direct Student Loan)

York College of Pennsylvania approves and collects these loans. This program provides loans of up to \$3,000 per year with a limit of a \$15,000 aggregate for the pre-baccalaureate years. Repayment begins 9 months after the termination of the

Admissions and Finances

student's education. The interest rate is 5%. The loan may be deferred while the student is enrolled at least half-time in post-graduate study, or serving in the Peace Corps or as a Volunteer in Service to America (VISTA). There are cancellations available for military, volunteer service, law enforcement, medical, Family Service and teaching.

Nursing Loan

This loan is available to all full-time majors in the nursing program. The interest rate is 5%. Repayment begins 9 months after termination of the student's education.

Koppers Company Loans

Loans of up to \$500 per year, to an accumulated total of \$2,000. Repayment to begin 9 months after termination of studies at York College at an interest rate of 3%. Open to persons matriculated to any undergraduate program.

Federal Direct Student Loan

This loan is obtained from the Federal government directly through York College. Loans up to \$2,625 are available for freshmen, \$3,500 for sophomores, \$5,500 for juniors and seniors. Repayment is not required until 6 months after termination of at least half-time enrollment.

Bank Plan

Arrangements may be made with The York Bank and Trust Company, York, PA, for an insured loan which permits the payment of tuition in either three or four equal installments.

Further information and application for a bank loan may be secured from the Business Office.

DEFERRED PAYMENT PLANS

Information regarding the payment plans mentioned below will be mailed directly to students from the agencies listed or from YCP.

Academic Management Services (AMS)

A plan in which you can enroll at any time that enables parents and students to pay for school expenses on a monthly basis without interest or finance charges. Participation is on an annual basis at a cost of \$50 and includes Life Benefit Coverage. Only charges paid directly to the College may be budgeted under this Plan. Literature is mailed prior to May.

Higher Education Services, Inc. (HES)

An installment Payment Plan administered by Higher Education Services, Inc. (HES), Harrisburg, PA, enables parents and students to make regularly scheduled installment payments and allows them to budget college costs. Free Life Benefit Coverage is provided. All or a portion of tuition, room, board and fees are paid in ten (10) regularly scheduled payments without interest or carrying charges. The annual cost is \$45. Literature is mailed prior to May.



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YORK

C O L L E G E

OF

PENNSYLVANIA

Academic Standards, Policies And Procedures

Introduction:

Students are reminded of their obligation to learn and understand the Academic Standards, Policies, and Procedures of York College. Admission to and attendance at the College are conditional upon compliance with these regulations.

ACADEMIC STANDARDS:

Credit Load

While the regular full tuition permits a student to carry up to 18 credit hours each semester, most students will carry a 15 credit hour load plus physical education. Students with a 3.0 cumulative G.P.A. may register for up to 21 credit hours per semester upon payment of the appropriate additional fees.

Anyone enrolled in more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. The withdrawal will have no bearing on the financial obligation to the College.

Part-Time students are allowed to take up to 11 credits per semester.

Full-Time students must take 12 or more credits.

Grading System

The grading system at York College has a range of 4.0 to 0 grouped as follows:

Grade	Description
4	Excellent
3	Good
2	Average
1	Passing (minimum)
0	Failing Course
1	Incomplete (see "Incomplete Work" concerning eligibility and deadline.)
P-F	Designated courses will receive the grade of "P" (Passed) or "F" (Failure). Credit hours in a course receiving a "P" will be noted under credits passed and will count toward graduation. These courses will not carry Quality Points.
AU	Audit - no credit
W	Withdrew from course or college (see section on "withdrawal").



Incomplete Work

A student may request an "incomplete" grade for a course when illness, family tragedy or similar difficulty makes it impossible for him or her to complete the remaining requirements of the course. The course instructor may award a grade of "I" in situations where the student has completed a substantial portion of all course requirements and the instructor believes that the remaining coursework can be completed during the defined period. This work must be completed within two calendar months from the time the incomplete grade was given or the student will automatically receive a grade of "0". The student has the responsibility to contact the instructor and make arrangements to complete the work.

Pass-Fail

York College students may take designated courses on a pass-fail basis. Those courses which are offered with this as a possibility will be indicated in the course booklet which is prepared each semester. Students may take up to two courses per academic year with a maximum of eight such courses in a student's undergraduate program. Students may not take courses which are required in their major field on a pass-fail basis.

Auditors

Students or members of the community who wish to audit a class will be accommodated after full-time students have enrolled for the various classes by paying a nominal fee, as shown in the Tuition and Fees section. The regulations affecting auditors are these: no attendance is taken; no assignments are

Academic Standards, Policies And Procedures

made or papers corrected; no examinations are taken, and no credits are given.

Changes from credit to audit or vice versa are not permitted after the drop/add period has ended.

Laboratory or skill courses must be taken for credit.

Repeated Courses

Any student who has taken a course at York College will be permitted to repeat this course. While both grades will appear on the student's permanent record, the quality points earned on the basis of the higher grade will be used in the computation of the cumulative grade point average.

Since grades and quality points are not transferred from other institutions, a course may only be repeated York College.

The Grade Point Average

The grade point average is computed by multiplying the hours of credits in a course by the grade earned for all courses completed and dividing the total number of points by the total number of credit hours attempted.

Example: A student carrying 16 credit hours and receiving for his first term's work the following grades would have a grade point average of 2.5.

Course	Credits/Grade	Quality Points
1st course	3 X 1 =	3
2nd course	3 X 4 =	12
3rd course	3 X 2 =	6
4th course	3 X 2 =	6
5th course	3 X 3 =	9
Physical Education	1 X 4 =	4
	16	40

$$\text{Grade Point Average} = \frac{40 \text{ Quality Points}}{16 \text{ Credits}} = 2.5 \text{ G.P.A.}$$

Warning Grades

Not later than the middle of the semester, each student whose work in any course is unsatisfactory may receive a written notice to that effect, with a copy of such notice sent to the person(s) responsible for the student's account, typically parents. Unsatisfactory work is defined as that which warrants a grade of less than "2". The student should then report to the instructor and advisor for guidance in improving grades. Any student who is at least 21 years of age, married, self-supporting or a veteran may request that warning grades not be sent to parents.

Probation and Suspension

A student's academic work will be considered unsatisfactory whenever their cumulative quality point average falls below 2.0. The academic records of all such students will be examined by the Dean of Academic Affairs at the conclusion of each semester to determine whether students in academic difficulty should be allowed to continue on a probationary basis or

be suspended from full-time study for the subsequent semester. Students who are suspended for academic reasons and who desire to submit extenuating circumstances for consideration, may appeal in writing to the Academic Standards Committee as described in their notice of suspension.

For students whose cumulative grade point average falls below a 2.0, the following academic actions will occur:

1. A student who has attempted 12 hours and whose cumulative average is below 1.6 will be placed on academic probation.
2. A student who has attempted at least 24 hours and whose cumulative average is below 1.7 will be placed on probation or may be suspended if previously on probation.
3. A student who has attempted at least 36 hours and whose cumulative average is below 1.85 will be placed on probation or may be suspended if previously on probation.
4. A student who has attempted 48 hours or more will be placed on probation if they fail to obtain a cumulative average of 2.0 and may be subject to suspension if previously on probation.
5. Any student whose cumulative average falls below 1.2 or receives below a 0.5 for the previous semester may be suspended.

Students on probation shall not take more than 13 credit hours per semester.

Students academically suspended for the first time who desire readmission to the College as full-time students may apply after they have taken at least six credits of coursework at YCP or any other accredited institution, and have earned at least a "C" in each course taken. These students will be admitted on continued probation and have two semesters to raise their cumulative average above suspension standards. Students may also apply for readmission after completing six credits of coursework taken concurrently at YCP if they have raised their cumulative G.P.A. to 2.0. These students will be readmitted in good standing. Students who have met either of these standards must apply for readmission to the College through the Admissions Office.

A student who is academically suspended for the second time will be prohibited from taking any courses at York College of Pennsylvania for at least one year. To be eligible for readmission, these students must meet the same standards described above.

The grade-point standards which currently apply to full-time students will apply to all part-time students. Part-time students not in compliance with the G.P.A. standards established for full-time students, for two consecutive semesters will not be permitted to enroll in any class for one academic semester.

Part-time students placed on suspension or probation may appeal their status to the Academic Standards Committee during its semi-annual appeals hearings.

Any student who has been admitted to York College by transfer of college credits from any other collegiate institution

Academic Standards, Policies And Procedures

while on probation or academic suspension will be subject to the same standards for scholarship stated above.

Readmission

Students who were previously suspended for academic reasons who desire to apply for readmission should obtain an official readmission form from the Admissions Office. Any questions concerning the readmission process should be directed to the Admissions Office.

Academic Appeals

The Academic Standards Committee of the College is responsible for making recommendations regarding matters of an academic nature, including criteria for admission, probation and suspension of students, and a review of cases which cannot be properly handled by fixed rules. The committee may also make recommendations concerning disciplinary action when academic matters are involved, if requested to do so by the Dean of Academic Affairs.

The Academic Standards Committee will review probation and suspension appeals following the Fall and Spring semesters. Students must submit their appeal to the committee in writing following the schedule described in the notice of suspension. Students submitting such appeals may also schedule an appointment to appear at their hearing and present their petition to the Academic Standards Committee in person. Students who wish to attend their appeal hearing must still submit their appeal to the committee in writing. Students who are suspended after the Spring semester and who complete courses at York College during the summer term(s) may petition the Academic Standards Committee for readmission for the Fall semester if they have achieved a 2.0 cumulative G.P.A. by the end of the summer II term.

The Academic Standards Committee will also consider written student petitions regarding other academic matters at their regular meetings during the academic year. Students should address their petitions to: Chair, Academic Standards Committee; c/o Office of Academic Affairs.

Academic Dishonesty

Academic Dishonesty will not be tolerated at York College. Academic Dishonesty refers to actions such as cheating, plagiarism, etc., and includes all situations where a student makes use of the work of others and claims such work as their own.

When an instructor believes that a student has committed an act of academic dishonesty, the instructor will notify the student and the Dean of Academic Affairs, and the student will receive a grade of "0" in the course. Students who believe they have been unjustly charged or sanctioned in such cases, should discuss the situation with the instructor. Following this discussion, students may request a review of their case by the Academic Standards Committee of the College and should contact the Dean of Academic Affairs regarding their request for such a review hearing.

In cases where a student receives a second finding of academic dishonesty, the student will be suspended from the college.

ACADEMIC POLICIES

Graduation

Each student who hopes to receive a degree must make application for the degree during the final semester on campus. To apply for graduation, students must complete an application form by October 1st for December graduation, by February 15th for May graduation or by July 15th for August graduation at the Records Office (first floor of the Administration Building). The \$30 graduation fee must be paid to the Business Office prior to submitting the completed application. The graduate's cap, gown and hood must be purchased directly from the Bookstore. Only matriculated students may apply for a degree and participate in a commencement ceremony.

A student may only receive one degree during a given semester. For example, a student may not receive an Associate degree and a Baccalaureate degree in the same semester. Also, a student may receive only one Associate degree or one Baccalaureate degree from York College (see degree requirements section).

In order to participate in a commencement ceremony, a student must be enrolled in adequate hours during the final semester, the successful completion of which will enable the student to meet all degree requirements. The only exception to this is that a student may enroll for a course for the mini-semester in order to complete the above. Those completing graduation requirements during other summer sessions will be part of the August completion date and may participate in the December commencement ceremonies.

A late application will result in an additional fee and cause significant delay in receipt of the diploma. It is imperative that application for a degree be made by the deadline published each semester.

Awarding of a Second Degree

A student holding an Associate or Baccalaureate Degree from another accredited college may pursue courses at York College leading toward a second degree (either Associate or Baccalaureate) provided the following conditions are met:

1. The candidate must meet the departmental requirements established for the major as published in the College Catalog. The Department Chair will review the student's academic record and indicate the additional courses that will be necessary to complete the degree requirements.
2. The candidate must complete a minimum of the last thirty semester hours of the major at York College.

Awarding of an Additional Major

A student holding a baccalaureate degree from York College of Pennsylvania may elect to pursue courses leading toward a second baccalaureate level major provided the following conditions are met:

Academic Standards, Policies And Procedures

1. The student must submit an additional application for admission to the Director of Admissions and formally matriculate in the new major.
2. The candidate must meet the departmental requirements as published in the College Catalog. The Department Chair will review the student's records and indicate any additional courses which will be required to complete the student's major requirements.
3. The student must complete the Application for Additional Major available in the Records Office at the beginning of the semester in which the major will be completed. The additional major note will be posted on the transcript at the same time as degree notes are posted. An additional diploma WILL NOT be issued.
4. Students who complete a second major in a discipline associated with a new degree designation, may request that the degree designation for their program be revised to reflect the second major. Thus, a student whose original York College degree was a B.A., may request that their degree be redesignated as a B. S. upon completion of a second major in a discipline for which the B. S. degree is granted, or vice versa.

Honors

At the end of each semester, the Dean of Academic Affairs will publish a list of students carrying at least twelve academic credit hours whose semester grades average 3.5 or better for Dean's List recognition.

Students will be eligible for graduation honors based upon their academic college record (this would include the previous record of transfer students). The transfer student would be eligible, but must have completed a minimum of 60 credit hours of academic work at York College. The honors will be awarded on the basis of the cumulative grade point average of all York College and previously completed college work.

1. Summa Cum Laude: Graduates attaining a 3.9 or higher;
2. Magna Cum Laude: Graduates attaining a 3.6 or higher;
3. Cum Laude: Graduates attaining a 3.3 or higher.

Attendance Policies

Most educators feel that attendance at all meetings of scheduled classes is a worthwhile activity. Class attendance policy at York College of Pennsylvania is at the discretion of the instructor. The class will be informed in writing within the syllabus whether attendance is used as a criterion in evaluating student performance. The student is responsible for all work of the course unless specifically exempted by the instructor. It is recognized that some absences may be necessary or unavoidable. The student should inform the instructor of the reason for the absence and make up any work which is missed. The responsibility for initiating action to make up work missed in the classroom rests with the student.

Examinations

Examinations during a semester vary in number according to the instructor. The final examinations, held during a special

Final Examination Week, are generally designed to cover all the material discussed in the courses. Students must complete all of the examinations offered in the course before credit can be received.

A fee of \$10.00 may be charged for examinations given outside the final examination schedule.

Courses Taken at Other Institutions

Students desiring to pursue summer work or additional work at another institution must secure written permission prior to beginning the work in order to have the credits transferred back to York College. Forms to obtain such permission are available in the Records office.

The grade earned must be a "C" or better for transfer. Credit hours for courses taken at other institutions may be transferred but grades and quality points do not transfer and the credits earned will be added to the "other credits" in determining the number of credits completed. Students are reminded that they must complete the last 30 credit hours of their program at York College to be eligible for a degree.

Since grades and quality points are not transferred they will not have any impact on a student's grade point average. Because of this, courses cannot be repeated at another institution.

Advanced Placement

Advanced placement and college credit may be granted to entering students who perform satisfactorily on the College Board Advanced Placement Examinations, or the Achievement Test of the College Entrance Examination Board or the College Level Examination Program, American College Testing/PEP examination, or other proficiency tests that have been approved by the Dean of Academic Affairs and the chair of the department in which advanced placement is sought. Similarly, a student who has matriculated and based on previous experience, training, and background believes that he or she has sufficient knowledge to pass a course by examination shall, upon petition to the appropriate department chair, be given a suitable examination for the course desired.

The following regulations apply to students who earn credit and/or advanced standing:

1. The department chair or the student may initiate procedures resulting in credit or advanced standing for a course.
2. College credit will be granted to entering freshmen who earn scores of 3, 4, or 5 on the individual subject tests of the College Board Advanced Placement Examinations.
3. Credit will be granted on single subject examinations of the College Level Examination Program on the basis of the recommended scores published by the College Board. Up to thirty (30) credit hours may be granted for satisfactory scores on the General Examination of the College Level Examination Program. No more than six (6) credits shall be granted for any one of the five tests in the battery. To obtain credit the student must score above the 40th percentile in each test.

Academic Standards, Policies And Procedures

4. Courses for which credit and/or advanced placement has been granted will be noted on the permanent record and will represent credit for, or a waiver of, a specific course, whichever is appropriate.
5. The maximum number of credits which any one person may earn by advanced placement and/or credit by examination is 60. CLEP examinations may not be scheduled within the final 30 credit residency period.
6. The department chair and Dean of Academic Affairs will determine what is a satisfactory score on performance tests used by the College other than the College Board Advanced Placement Examinations, College Level Examination Program, and the American College Testing/PEP examinations.
CLEP information and booklets are available through the Records Office.

Credit by Examination

Matriculated students may earn course credit by successfully completing an examination which tests mastery of the learning outcomes of a given course. Credit is awarded for successful completion of the examination.

1. All applications for examination should be made in writing to the appropriate department chair on forms available in the Registrar's Office.
2. A student may not challenge any course required for graduation during the last semester.
3. Credit earned in a course taken by examination, 2 level ("C") work or better, shall be recorded together with quality points on the permanent record.
4. The maximum number of credits which any one person may earn by credit by examination and/or advanced placement is 60.
5. Examinations shall be prepared at the direction of the Dean of Academic Affairs in conjunction with the department chair or appropriate instructor or instructors and are normally not less than three hours in length.

Rights and Privacy Act Provisions

York College of Pennsylvania will assume the right, under the provisions of the Family Educational Rights and Privacy Act of 1974 known as the Buckley Amendment, to provide student directory information without prior consent of the student. Directory information is defined as a student's name, address, telephone number, date of birth, major field of study, dates of attendance, class year and degree and awards received. However, students who do not wish such information to be released or made public may inform the Admissions Office, if a new student, or the Records Office, if a returning student, in writing by September 1st for the fall semester or January 15th for the spring semester.

Confidential Records- All personally identifiable written information related to particular students used to make decisions about students or for transmittal to others outside the College, other than directory information as defined above, is considered confidential information. This information includes,

but is not necessarily limited to: academic evaluations, disciplinary records, financial aid records, letters of recommendation, health or medical records, counseling records, advising records, transcripts, test scores, social security number, employment records and other academic records.

Third parties do not have access to confidential records without the written consent of the student specifying the records to be released and to whom the records are to be released. Excepted from this restriction are:

1. Parental rights of access to educational records depend on the student's financial status, either dependent or independent. If the adult student is financially independent, parents have no right of access without the student's consent. If, however, the student is a financial dependent, a parent's request for educational records is honored by York College. (It is the student's responsibility to clarify his/her financial status to College Officials.)
2. College employees who require access on an internal need-to-know basis for legitimate educational purposes.
3. Records released pursuant to judicial order.
4. Records released in connection with the student's application for or receipt of financial aid.

York College of Pennsylvania's Counseling Services are confidential and in accordance with the American Counseling Associations's Code of Ethics. No information will be released to any person without the student's written permission.

In accordance with federal law, all students have the right to inspect and review all of their confidential records maintained by the College. A request in writing to the appropriate administrator is required.

Records

A record of a student's academic progress is maintained by the Director of Records. Faculty advisors, counselors, and Department Chairs utilize the Records Office when assisting students.

Students may consult the Records Office on matters relating to their academic progress and when requesting transcripts. The College maintains centralized records and they are confidential. Transcripts are not sent unless the student has met all financial obligations at York College, and has presented written consent to the Records Office. Except for the first transcript, students are charged \$3.00 for each request.

ACADEMIC PROCEDURES

Course Scheduling

A schedule of classes for each semester is provided along with a rotation timetable for scheduling. A schedule of course selections signed by the student's assigned Academic Advisor is taken to the Registrar's Office for enrollment in the official records of the College.

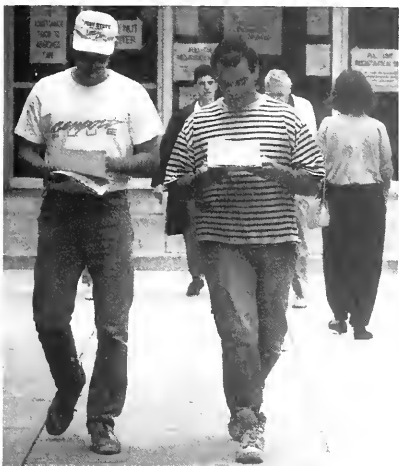
All newly admitted students are invited to an Orientation program in late spring. At this time, they meet with a Faculty

Academic Standards, Policies And Procedures

Advisor to schedule classes and receive an overview of College procedures. New students who cannot attend the Orientation may make an individual appointment with the Registrar during the summer.

Students who schedule classes after the first day of classes will be assessed a \$25.00 late scheduling fee. Part-time students will be assessed a \$15.00 late scheduling fee.

Students who schedule classes and pay their tuition bills prior to the Business Office payment deadline will be automatically registered for the semester and placed on the instructors' class rosters. If the bill is not paid in full by the payment deadline, the student will be withdrawn from his/her classes and will not be listed on any class rosters.



Drop/Add

Courses may only be added during the first week of the semester. (See Withdrawal from Classes)

If a student wishes to add or drop a course, he/she should first check with the Registrar's Office to see if it is available. The student must then proceed to the Business Office to Pay the \$10.00 fee for a Change in Student Record Form. The student should then return to the Registrar's Office to officially drop or add the appropriate courses.

When the official DROP/ADD period has ended, the permanent rosters are distributed to the instructors with the official changes.

Withdrawal from Classes

The last date to withdraw from a course is the seventh (7th) Friday of the academic semester. (See Adding and Dropping a Course, above.) To withdraw from a course, the student must fill out a Change in Student Record form, pay the \$10.00 fee and return the form to the Records Office. Failure to attend class or merely giving notice to instructor will not be considered an official withdrawal.

Withdrawal from College

To withdraw from the College before the end of the semester, a full-time student must apply for withdrawal in the Office of the Dean of Student Affairs. A student who ceases attending classes without completing his/her formal withdrawal receives grades of "0" in all courses for which they are registered, and remains responsible for any financial obligations contracted. Officially withdrawn students will receive "W's" as grades on their transcript.

When a student withdraws before the end of the term, or is suspended or expelled, no refund will be made.

Part-time students should contact the Registrar's Office if withdrawing completely from the College. Part-time students should note that withdrawal during or after the first class meeting will not eliminate the obligation to pay any remaining balance. See Tuition and Fees section for refund policy.

Major - Change or Declaration

Students who wish to change their major should fill out a Change-in-Student-Record form which is available in the Advising Office. An appropriate advisor will be assigned by the Coordinator of Academic Advising.

Should a student wish to major in a second field he or she may do so. The second major is noted on the graduation application and on the student transcript. While only one baccalaureate degree may be received from York College of Pennsylvania, more than one major may be completed and designated on the transcript.

Grade Appeal

Students who believe that their final grade in a course does not accurately reflect their performance should appeal their grade directly to the course instructor. Following the discussion with the instructor, the student may request a review of their grade by the Department Chair if they believe their concerns have not been adequately addressed.

SPECIAL LEARNING OPPORTUNITIES

Independent Study

The Independent Study Program affords an opportunity for students who wish to undertake well-defined research projects. Projects are conducted under the guidance of a faculty member of the student's choice in an independent manner, that is, without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. A student who wishes to elect an independent study course and who meets the requirements is instructed to complete, with their proposed faculty supervisor, an application form that describes precisely the nature of the project. The Independent Study forms are available in the Registrar's Office and Department Chair Offices. Independent

Academic Standards, Policies And Procedures

Study applications must be approved by the end of the add/drop period.

Internships

A number of academic departments have developed a variety of off-campus internship programs. These programs permit students to spend approximately ten hours per week as an employee volunteer in a company, social service center, or law enforcement agency. Time is spent on campus analyzing, sharing and relating the practical to the theoretical. A faculty member from the appropriate department supervises the student involved in each internship.

Internships are available to students who have earned 60 of more undergraduate credits and accumulated a 2.5 or higher grade point average. Approval from the department chair and the Dean of Academic Affairs must also be obtained.

The student must obtain an Internship Application Form from the Registrar's Office or the Department Chairs' Offices, and complete the application by the end of the add/drop period.

Externships

The externship program at York College allows students to complete a short term career exploration experience early in their academic program. Externship opportunities are coordinated by the Office of Career Services in association with the various academic departments. An externship may allow a student to experience the actual work environment associated with different career opportunities. As such, externships are an important component of the life and career planning services available to York College students.

Service Learning

York College is committed to providing service learning opportunities which will allow students to contribute to the community while obtaining valuable experience and enhanced employment credentials. Volunteer programs at York recognize that students can obtain valuable life experience through service learning and that employers frequently seek graduates who have been constructively involved in their community. Service Learning opportunities are available in a variety of organizations and can be selected based on a student's major or area of academic interest. Students interested in participating in Service Learning should contact the Office of Career Services or Student Activities.

Study Abroad

Matriculated students of York College are encouraged to explore the opportunities for academic study in another country as part of their degree program. York College has established special institutional affiliation agreements with the University College of Ripon and York St. John in York, England, with Regent's College in London, England, with the American University in Rome, Italy, and with Honam University in

Kwangju, Korea. These affiliations allow students to plan a study abroad experience with the assurance that courses taken abroad will be accepted at York College for purposes of degree completion. Students interested in exploring opportunities for study at these and other institutions abroad should contact the Coordinator of Study Abroad Programs or the Director of Career Services to obtain additional information.

Evening, Saturday and Summer Degree Programs

York College offers a full spectrum of credit courses in the evenings, on Saturday and throughout the summer. Such courses are available to students who want to work toward a degree, either Associate or Baccalaureate, or who desire continuing their education for cultural or vocational reasons. With approval from the Associate Registrar, a student may attend on a full-time basis.

The courses offered are all selected from the college catalog. Over half are taught by full-time faculty members. The schedule of offerings is based on surveys taken among students and in the community and is designed to address the educational needs of the Central Pennsylvania community of college-age youth, adults in business, education and industry, and those wishing to broaden their interests in life through education.

Students may earn college credit for these courses. The requirement for admission is a high school diploma or an equivalent G.E.D. As a rule, evening session students enroll for a maximum of two courses. All part-time students must apply for matriculation when 24 credit hours of coursework have been completed. A minimum of a 2.0 grade point average is required for matriculation.

All college services are available for evening students including parking, admission to all home athletic contests, concerts, financial aid, career services and the use of the Student Union.

The following majors can be completed through the Evening and Saturday Degree Programs:

Baccalaureate	Associate
Accounting	Business Administration
Behavioral Science	Computer Programming
Criminal Justice	Criminal Justice
Economics/Finance	General Studies
Information Systems	Retailing
Informatics	
International Business	MBA
Long Term Administration	Accounting/Finance
Management	General
Marketing	Human Resource Management
Nursing (RN Completion)	Information Systems
	Management
	Marketing

Evening Courses

Evening courses are offered from 7:00 - 10:00 p.m. Monday, Tuesday, Wednesday, Thursday and on Saturday mornings 9:00 - 12:00 noon to serve adults who wish to earn degrees or

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increase their vocational skills. The classes meet for three hours one time a week as listed above. Classes are held on the College campus on Country Club Road and at the Hanover Area Senior High School.

Twilight Courses

The Twilight Course offers late afternoon and early evening classes so that working adults can enroll in courses immediately after work. Rather than leaving the job, driving home and meeting their many home and family responsibilities and then having to drive back to campus for an evening class, these individuals can now attend classes on their way home from work. In scheduling these courses, the College has attempted to provide classes for those individuals working a regular 7:30a.m. to 3:30 p.m. day shift as well as those clerical and administrative employees who finish their workday at 5:00 p.m.

This program also facilitates the academic programs of individuals already enrolled in the evening program. These students are now able to enroll in their courses in two evenings, rather than having to allocate another night per week to attend a third class. These students will now be able to enroll in a 5:25 p.m. twilight class, have time for a snack on campus and remain for their evening class.

Hanover Center

York College offers a wide variety of credit courses in Hanover, at the Hanover Senior High School. Courses are offered during the Fall and Spring semesters as well as during the summer. Courses meet from 7:00 p.m. until 10:00 p.m. on Tuesday, Wednesday and Thursday evenings during the Fall and Spring semesters. During the summer, courses are conducted from 7:00 p.m. until 10:00 p.m. two evenings a week either Monday and Wednesday or Tuesday and Thursday.

Students can register at the high school approximately two weeks before the semester begins during their evening registration programs. Representatives from the Bookstore, Business Office, Financial Aid, Advising Office and the Registrar's Office are there for your convenience.

Summer Sessions

Undergraduate classes are offered for thirteen weeks throughout the summer, divided into three sessions which include a three-week and two five-week sessions. These classes are held during the day and in the evening. The summer classes are given for the following reasons:

1. Provide an opportunity for students to make up work in courses for which their performance fell below acceptable standards.
2. Assist continuing students who desire to accelerate their program toward early graduation without the pressure of a full-day schedule.
3. Accommodate students in good standing at other colleges who desire to obtain credits for transfer to their own institutions.

4. Provide an opportunity for high school graduates who wish to enroll in college courses before beginning their first semester in September.
5. Facilitate the program of part-time matriculated students who wish to further their program through summer study.
6. Enable those high school students who have completed their junior year and who are recommended by their high school principal or high school guidance counselor to begin college studies.

All College services are available to summer students including parking, library services, scheduled summer activities using the gymnasium and swimming pool, residence facilities, advising and counseling services and the use of the Iosue Student Union.

Summer courses are of the same quality and number of class hours as those in the academic year and most are taught by full-time faculty members. Students may enroll in only 4 credits during the Mini-mester and up to a maximum of seven credits during Summer I or Summer II.

Brochures are provided for both the Evening and Summer Sessions. They may be obtained by either writing or calling the: Evening, Saturday and Summer Degree Programs
York College of Pennsylvania
York, PA 17405-7199
Phone: 846-7788 ext. 1229

Child Care Services for Adult Learners

Child care services are now available for the children of York College adult learners at St. Paul's Lutheran Church Child Care Center, located on the corner of West Springettsbury Avenue and South George Street. The Center is open Monday through Friday. For more information regarding these child care services, please contact the Center Director at 843-6050.

Evening Childcare is also available at the Jewish Community Center located at 2000 Hollywood Drive, York. To register, please contact the center at 843-0918.

Office of Special Programs

York College offers a wide array of non-credit, technical, professional and personal development programs designed with a focus on company or professional-specific needs. These courses and selected credit courses are available on-site or on campus.

Through the Glatfelter Telecommunications Center, the Special Programs Office has the capability to send and receive programs around the world. Included is the ability to produce, edit and complete a video program.

Funded programs dealing with education, training and employment are developed and operated through the services of the Special Programs Office. These programs are generally formed in partnership with business and industry.

Information regarding the Special Programs Office and how it can help your business may be obtained by either writing or calling:

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Director of Special Programs
York College of Pennsylvania
York, PA 17405-7199
Telephone: (717) 846-7788, Ext. 1451



ACADEMIC SUPPORT SERVICES

Academic Advising

All matriculated students are assigned a faculty advisor at the time they matriculate. Academic advisors can assist students in planning their academic program and/or clarifying their educational and career goals. Advisors can also provide information and assistance regarding academic procedures and policies. Students are encouraged to consult with their advisor on a regular basis to discuss their academic activities and performance. Normal academic procedures such as scheduling require the approval of the academic advisor to ensure that students have carefully planned their program of study to complete graduation requirements and satisfy their individual academic needs.

Premedical/Pre-Professional Advising:

For students seeking a career in medicine, dentistry, optometry or other health professions, The Committee for the Health Professions provides information and advising relative to program requirements and admissions procedures and standards. The Committee can provide assistance to students regarding "MCATS" as well as school catalogs and application forms.

Prelaw Advising

Students seeking admission to law school following graduation and/or information and guidance regarding the LSAT, may contact the Prelaw Advisory Committee for special support and academic assistance. Interested students should contact the Director of Career Services for referral to a member of the committee.

The Writing Center

As a service to all full-time and part-time students, York College provides a Writing Center located in the Schmidt Library. During the fall and spring semesters students may sign up for private consultations on a particular assignment or problem and will receive help from a member of the writing tutorial staff. Faculty may refer students to the Writing Center for help, or students may go to the Center on their own initiative.

Tutorial Assistance

Students who require additional assistance in specific courses at the college should contact their instructor and schedule an appointment to discuss their performance. Student tutors are available for most courses and can normally provide additional peer assistance in reviewing and organizing course material. Course instructors can refer students to the appropriate tutors, and peer advisors can be helpful in recommending additional assistance for students who seek general help with the development of improved study skills.

Students With Disabilities

York College will not discriminate against any qualified student with a disability or handicap in accordance with Section 504 or the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College will reasonably accommodate the needs of students with a handicap or disability provided such accommodation does not constitute a fundamental alteration of the school's program of education or otherwise constitute an undue burden. York College is dedicated to serving the needs of its students regardless of handicap or disability by providing a quality learning experience which will prepare graduates for productive roles in society.

Students requesting support or accommodations should meet with the Coordinator of Academic Advising to provide documentation regarding the nature of their disability and to plan an appropriate strategy for completing their academic requirements.

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Humanities: American Studies Concentration, Arts and Letters Concentration,	
Language and Language Arts Concentration, Philosophy and Religion Concentration	
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History / Latin American Studies	
Political Science: Concentration in Government, Public Administration, or International Studies	
Secondary Education - Social Studies	
Department of Music, Art and Speech Communication	115
Art/ Mass Communication / Music / Music Education / Public Relations /Speech Communication	
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Chemistry / Engineering Management / Mathematics / Mechanical Engineering	
Medical Technology / Physical Science: Concentration in Chemistry, Earth and Space /	
Geographical Sciences, Mathematics, Physics, Pre-Dentistry, Pre-Medicine;	
Secondary Education General Science / Secondary Education Mathematics	



YORK

C O L L E G E
OF
PENNSYLVANIA

Programs of Study

Introduction

York College is dedicated to serving the needs of its students by providing a quality learning experience which prepares graduates for productive roles in society. At York, we believe the collegiate experience for students should facilitate both intellectual and personal growth, and encourage the development of life long learning skills. In support of this philosophy, the college offers a program of studies which provides 45 degree options in baccalaureate disciplines, and associate degree and minor options. Of equal importance, the college requires all students to complete a General Education curriculum which includes courses in English and Communication skills, Mathematics, Laboratory Science, Humanities and Fine Arts, Behavioral and Social Sciences, Foreign Culture, American Civilization, and Physical Education.

Satisfying Program Requirements

Students are reminded of their responsibility to monitor degree program requirements and to plan their schedule of courses according to the degree program requirements in effect at the time of their matriculation into the degree program. Students should work with their academic advisors when planning or changing schedules and should contact the office of Academic Advising or the Registrar if they have questions or concerns regarding program requirements. While academic advisors and other staff make every effort to be conscientious and informed, the student has a personal responsibility for ensuring that all graduation standards and requirements will be met during their program of study.

GENERAL DEGREE REQUIREMENTS

The Baccalaureate Degree

Specific requirements and recommended curricula for each degree program are described below. The General Requirements for obtaining a bachelor's degree from York College are as follows:

1. Successful completion of at least 120 credit hours (plus 4 physical education credits). The last 30 of these credits must be earned at York College.
2. Achievement of a cumulative grade point average of at least 2.0. Certain majors require a higher G.P.A. (see below).

3. Completion of the designated program requirements for a specific major and achievement of the appropriate G.P.A. in designated courses as specified by the department curriculum (see below).
4. Completion of the General Education Requirements of the College.

Should a student wish to major in a second area, they may do so and this fact will be noted on the transcript. While only one Baccalaureate degree may be received from York College, more than one major may be completed and designated on the transcript.

At the beginning of the semester in which the student hopes to complete all degree requirements, they must submit an application for a degree. This application should be obtained and returned to the Records Office during the first three weeks of the semester.

The Associate Degree

Specific requirements and recommended curricula for each degree program are described below. The General Requirements for obtaining an associate's degree from York College are as follows:

1. Successful completion of at least 60 credit hours (plus 2 physical education credits). The last 30 of these credits must be earned at York College.
2. Achievement of a cumulative grade point average of at least 2.0.
3. Completion of the designated program requirements for the specific major as described in the departmental curriculum (see below).
4. Completion of 24-26 credits of General Education requirements, including:
 - (a) Three semesters of communication skills, including E101-102, English Composition. The third course should be chosen from CM204, Introduction to Speech, E220, Communications and Report Writing, or a literature course. (E100 Fundamentals of English will not satisfy this requirement.) All students must receive a grade of "2" or better in E101 before enrolling in E102. York College students are required to complete the Freshman Composition Program (E101 and E102) within the first forty-five credits or be continuously enrolled in the composition courses until this requirement is met.
 - (b) Two semesters of Mathematics or Laboratory Science.

Programs of Study

- (c) Two semesters of Social and/or Behavior Sciences.
- (d) One semester of Humanities. This requirement may be met by taking any course in art, literature, music, philosophy, religion, or theater arts, with the exception that performance, skill, or studio courses may not be used to fulfill this requirement. Those courses which fit this category would include sculpture, painting, photography, band, choir, theater workshop, introduction to film, etc.
- (e) Two physical education credits. Physical Education skills courses may not be counted as part of the minimum 60 credit hours required for an associate degree.

While only one Associate Degree may be received from York College of Pennsylvania, more than one concentration may be completed and designated on the transcript.

At the beginning of the semester in which the student hopes to complete all degree requirements, they must submit an application for a degree. This application should be obtained and returned to the Records office during the first three weeks of the semester.

GENERAL EDUCATION REQUIREMENTS:

York College requires all students to complete the General Education curriculum as an integral part of all baccalaureate and associate degree programs. The General Education curriculum is designed to develop a student's ability to communicate effectively and think critically while fostering creativity and encouraging life-long learning. In addition, the course requirements are designed to assist students in understanding the relationships among the various fields of knowledge.

The specific requirements of the York College General Education curriculum which students must complete to be eligible for a baccalaureate degree, are as follows:

Requirements:

- I) Communications: 3 semester courses
E101* English Composition
E102** English Composition
CM204 Introduction to Speech Communication
* students must receive a grade of "2" or better in E101 to be permitted to enroll in E102
** E101 and E102 must be completed within the first forty-five credits of a student's program or be continuously enrolled until the requirement is met.
- II) Mathematics: 2 semester courses
Courses which will satisfy this requirement include: MAT105, MAT110, MAT125, MAT171, MAT172, MAT190 and MAT271.
- III) Laboratory Science: 2 semester courses
Courses which will satisfy this requirement are so designated in the Department of Physical Sciences and Department of Biological Sciences course offerings.

- IV) Humanities, Behavioral and Social Sciences:
7 semester courses

Students must select a minimum of 3 semester courses, chosen from at least 2 subjects, in each area:

- A) Behavioral and Social Sciences: Courses which will satisfy these requirements are available in Anthropology, Economics, Geography, History, Psychology, Sociology, and Political Science.
- B) Humanities: Courses which will satisfy these requirements are available in Art, Literature, Music, Philosophy, Religion and TheatreArts.
- V) International Culture/Foreign Language: 4 semester courses

This requirement may be satisfied by any combination of foreign language, international culture, or designated history courses.

This requirement may also be satisfied by demonstrating language competency through the intermediate level. Students whose native land is not the United States will receive a 6 credit waiver of this requirement.

Courses which will satisfy this requirement include:

L117-L118 Elem Italian I-II
L217 Inter Italian I
L101-L102 Elem Greek I-II
L112-L113 Elem Modern Greek I-II
L201-L202 Inter Greek I-II
L103-L104 Elem Latin I-II
L107-L108 Elem Hebrew I-II
L109-L110 Mod Conv Chinese I-II
L115-L116 Elem Polish I-II
L121-L122 Elem French I-II
L221-L222 Inter French I-II
L130-L131 Conver French I-II
L321-L322 French Literature I-II
L151- L152 Elem German I-II
L251-L252 Inter German I-II
L160-L161 Conver German I-II
L351- L352 German Literature I-II
L353 Adv German Conv/Culture
L171-L172 Elem Russian I-II
L271-L272 Inter Russian I-II
L181-L182 Elem Spanish I-II
L281- L282 Inter Spanish I-II
L187 Spanish/Health Field
L190-L191 Conver Spanish I-II
L284 Inter Spanish Conver
L285 Rdg Strategies/ Spanish
L380 Adv Oral/Writ Spanish
L381 Intro to Literature of Spain
L382 Intro to Literature of Spanish America
L387 Spanish Civilization
L111 Intro Indo/Eur Lang
G350 Survey of Canada
H121-H122 Hist West Civ I-II
H225 Medieval Civilization

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H226 Hist Renaissance Reform
H227- H228 Hist Latin Amer I-II
H250 Amer/East Asian Rel
H303 History of Africa I
H305 History of Africa II
H330 20th Century Russia and C.I.S.
H332 Hist Eastern and Central Europe
H411 Eur Intellectual Hist
X143 Intro Africa
X144 Intro East Asia
X145 Intro Latin America
X146 Intro Middle East
X147 Intro Russia/E Europe
X150 Intro South Asia
PS243 Govt/Pol Africa
PS244 Govt/Pol East Asia
PS245 Govt/Pol Latin America
PS246 Govt/Pol Middle East
PS247 Govt/Pol Russia/E. Europe
PS250 Govt/Pol South Asia

VI) American Civilization: 1 semester course

Courses which will satisfy this requirement are:

H221 History of American Civilization I
H222 History of American Civilization II

VII) Physical Education: 4 credits

PE134, Concepts of Physical Activity and Wellness, is required of all students. Physical education skills courses may not be counted as part of the minimum 120 credit hours required for a baccalaureate degree.

A number of departments designate one or more specific courses within the General Education curriculum for students majoring in specific fields. These courses are described in the departmental program requirements described below.

Physical Education Exemption Policy:

Physical education credits are an integral part of the requirements for obtaining a degree from York College of Pennsylvania. Four physical education credits are required for the baccalaureate degree and two credits are required for the associate degree. A student may petition the physical education coordinator for exemption from this requirement for the following reasons:

1. AGE- A student over the age of 25 qualifies for exemption based on the following:

- 25 prior to September 1 of the year of initial enrollment at York College: 4 credit exemption (baccalaureate); 2 credits (associate)
- 25 prior to September 1 of the sophomore year (30 credits completed) at York College: 3 credit exemption (baccalaureate); 1 credit (associate)
- 25 prior to September 1 of the Junior year (60 credits completed) at York College; 2 credit exemption
- 25 prior to September 1 of the senior year (90 credits completed) at York College: 1 credit exemption

2. ASSOCIATE DEGREE- A student who has obtained an Associate Degree from another institution must complete an

additional two credits of physical education to meet baccalaureate degree requirements. Two credits may be exempted provided: (1) transfer credits in physical education are not being used to fulfill physical education requirements at York College; (2) physical education was not required for the Associate Degree from the other institution.

3. MEDICAL DISABILITY- A student must present a certificate from a certified physician stating the disability and duration of request for exemption (i.e., one semester, remainder of academic year, entire college career). Temporary illness or injury may result in exemption for the current semester in which the illness/injury applied, but may not relieve student of physical education requirements.

4. VETERAN- A veteran of the Armed Forces will be exempt from one semester hour of physical education for each year of full time active duty in the military service. Reserve service is not applicable. A copy of the DD-214 form must be attached to the request for exemption form.

5. PART-TIME STUDENTS- A part-time student will be exempt from one semester hour of physical education for each 15 credit hours completed while registered as a part-time student during the regular academic year.

6. ROTC- A limit of two semester hours of ROTC may be credited toward physical education requirements.

Exemption forms are available in the Registrar's Office, Academic Advising Office and from the Department Chairs. The completed form is to be submitted to the Coordinator of Physical Education through the Education Department Secretary. The student will be notified of the decision by return of one signed copy of the exemption request form.

ACADEMIC MAJORS

Leading to the Master's Degree:

Master of Business Administration

Master of Science in Human Organization Science or Nursing-
in affiliation with Villanova University

*Please consult respective
department chairperson for details.*

Leading to the Baccalaureate Degree

Accounting

Art

Behavioral Sciences

Biology

Chemistry

Criminal Justice:

Law Enforcement

Corrections

Security

Economics and Finance

Education:

Elementary Education

Secondary Education

Biology

Business Education

Accounting - Data Processing - Marketing
Office Technology - Secretarial

Programs of Study

English
Communication
General Science
Mathematics
Social Studies
Engineering Management
English
Theatre
Writing
General Business
Health Record Administration
History
Humanities
Informatics
Information Systems
International Business
Latin American Studies
Long-Term Care Administration
Management
Marketing
Mass Communication
Mathematics
Mechanical Engineering
Medical Technology
Music
Music Education
Nuclear Medicine Technology
Nursing
Office Administration
Physical Science
Chemistry
Earth & Space/Geographical Sciences
Premedical/Pre dental
Physics
Political Science
Government
International Studies
Public Administration
Psychology
Public Relations
Recreation and Leisure Administration
Respiratory Therapy
Sociology
Speech Communication

Leading to the Associate Degree

Art
Biology
Business Administration
Chemistry
Computer Programming
Criminal Justice
Law Enforcement
Criminalistics
Corrections
Security
Engineering
General Studies

Languages
Legal Office Support
Mass Communication
Mathematics
Medical Office Assistant
Music
Office Support
Philosophy
Physics
Political Science
Respiratory Therapy
Retailing

ACADEMIC MINORS

The academic departments have developed a number of programs leading to an academic minor. Such a minor, when completed, will be designated on the student's permanent record. A minor consisting of 15 to 21 credit hours may be obtained in the areas listed below.

Accounting
African and African-American Studies
American History
Anthropology
Art
Banking and Finance
Biology
Chemistry
Corrections
Criminal Investigation
Criminalistics
Economics
English
Entrepreneurial Studies
Geography
Gerontology
Government
Human Resource Management
Information Systems
International Business
Languages
Law Enforcement
Management
Marketing
Mathematics
Music
Office Support
Operations Management
Peace Studies
Philosophy and Religion
Physics
Psychology
Public Administration
Public Relations
Retailing
Secretarial Studies
Security

Programs of Study

Sociology
Speech Communication
Theatre
World History

CERTIFICATE PROGRAMS

Some academic departments have developed certificate programs. Details should be obtained from the Department Chair or in the appropriate section of this catalog.

Early Childhood Education
Respiratory Therapy

DEPARTMENTAL PROGRAMS & REQUIREMENTS:

The programs of study offered at York College are provided through the College's nine academic departments:

Department	Department Office	Department Chair
Behavioral Science	LS 315	Dr. John Levisky
Biological Science	LS 206	Dr. Carolyn Mathur
Business Administration	BA 200	Professor Mary Meisenhelter
Education	A 310	Dr. Brian Glandon
English & Humanities	LS 234	Dr. Edward Jones
History & Political Science	LS234	Dr. Philip Avillo
Music, Art, Communication	MAC 206	Dr. Thomas Hall
Nursing	LS 313	Dr. Joan Reider
Physical Sciences	C 220	Dr. Keith Peterman

BEHAVIORAL SCIENCES DEPARTMENT

The Behavioral Sciences Department offers baccalaureate degree programs in Behavioral Sciences, Criminal Justice, (with concentrations in Law Enforcement, Corrections, and Security), Long-Term Care Administration, Psychology, Recreation and Leisure Administration, and Sociology. These programs are designed to prepare students for careers in various aspects of the social and behavioral sciences and for graduate study in these and related fields. Associate degree programs in Corrections, Criminalistics, Law Enforcement, and Security are also offered by the department, and minors are available in Anthropology, Corrections, Criminal Investigation, Criminalistics, Gerontology, Law Enforcement, Psychology, Security, Sociology.

In addition, the department administers a Master of Science in Human Organization Science in affiliation with Villanova University with specialties in Criminal Justice and Human Resources Development.

Baccalaureate Degree Programs:

BACHELOR OF SCIENCE DEGREE IN BEHAVIORAL SCIENCES

Behavioral Sciences combines Sociology's study of group life with Psychology's study of individual behavior. A major in Behavioral Sciences is designed to provide preparation for entry into vocations where behavioral science training is desirable (e.g., governmental institutions, social agencies, industry, and graduate school).

Internships are available with local agencies which allow selected students to apply theory to realistic situations.

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, complete the General Education Requirements of the College and may be required to complete a standardized outcome assessment test.

The required courses for the Behavioral Sciences major are:

BS100	Fundamentals of Human Biology* OR
BS120	Biology I*
BIO__	Biology Elective
PSY100	General Psychology*
SOC100	Introduction to Sociology*
BEH260	Statistics OR
PSY 270	Design Analysis I
SOC335	Research Methods OR
PSY 271	Design Analysis II
BEH490	Behavioral Science Seminar
ANT210	Physical Anthropology OR
ANT220	Cultural Anthropology

In addition students must select a minimum of 7 courses from the following:

ANT310	Advanced Physical Anthropology
ANT325	Culture/Personality
ANT350	Anthropology of Aging
ANT390	Selected Topics in Anthropology
GER315	Social Aspects/Aging
GER320	Working with Elderly
GER410	Clinical Aspects/Aging
PSY 270	Design Analysis I
PSY 271	Design Analysis II
PSY307	Cognitive Psychology
PSY309	Theories/Learning
PSY320	Developmental Psychology
PSY325	Adult Development
PSY327	Psychology of Exceptional Child
PSY341	Abnormal Psychology
PSY343	Social Psychology
PSY345	Personality
PSY351	Biological Bases/Behavior
PSY354	Sensation/Perception
PSY360	Psychology of Learning
PSY363	Industrial/Organizational Psychology

Programs of Study

PSY365	Testing/Assessment
PSY367	Experimental Psychology
PSY441	Counseling Theories/Psychology
PSY472	History and Systems
SOC210	Drug/Alcohol Addiction
SOC215	Law and Society
SOC220	American Social Problems
SOC225	The Family
SOC230	Development of Social Theory
SOC235	Contemporary Social Theory
SOC310	Sociology of Organizations
SOC315	Ethnic/Minorities
SOC320	Criminology
SOC330	Sociology of Religion
SOC335	Research Methodology
SOC340	Urban Sociology
SOC345	Human Services Techniques
SOC410	Population Trends

*Courses marked with an * fill General Education requirements.*

Behavioral Science (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	6
Psychology	3
Sociology	3
Foreign Culture	6
Humanities or Behavioral and Social Science Electives	6
Physical Education	1
Physical Education Concepts	<u>1</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Anthropology	3
Biology Electives	6
Foreign Culture	6
Social Sciences Elective	3
Statistics	3
Behavioral Sciences Elective	3
Physical Education	2
Free Electives	<u>6</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Behavioral Sciences Electives	6
Humanities Electives	3
Speech	3
Free Electives	<u>15</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Behavioral Sciences Electives	9
Behavioral Science Seminar	3
Free Electives	15
American Civilization	<u>3</u>
	30

BACHELOR OF SCIENCE DEGREE IN CRIMINAL JUSTICE

The Criminal Justice program at York College is designed to prepare students for a career within the criminal justice system and other related fields. Additionally, this curriculum provides in-service students with knowledge and skills needed for career advancement, and prepares students for graduate school. The proper selection and sequencing of courses should be accomplished with the assistance of assigned faculty advisors. It is beneficial and highly recommended that students consult with their advisors at least once yearly. All Criminal Justice majors must select one of three major concentrations:

Law Enforcement

The objectives of the Law Enforcement program are: (1) to provide the student with an in-depth understanding of law enforcement operations on the federal, state and local level; (2) to develop in the student an appreciation of current social problems that confront the law enforcement profession; (3) to familiarize the student with investigative techniques; (4) to educate the student about criminal law and procedural due process as it relates to law enforcement operations.

Corrections

The objectives of the Corrections program are: (1) to provide the student with an in-depth understanding of Corrections on the federal, state and local level; (2) to familiarize the student with the various correctional treatment approaches; (3) to inform the student of the functions and operations of probation, parole and institutional corrections; (4) to develop an appreciation of the various legal standards and issues in correctional treatment programs.

Security

The objectives of the Security program are: (1) to develop in the student an appreciation of the role that security personnel play within public and private organizations; (2) to educate the student concerning the theoretical and practical applications of loss control methods; (3) to develop an in-depth understanding of contemporary security measures used to respond to terrorism, internal theft, external criminal attack and other threats to organizations in the public and private sectors; (4) to educate the student about contemporary legal standards and guidelines which regulate the security industry.

Practicums (internships) are available with various agencies within the criminal justice system. All practicums are arranged through the Criminal Justice faculty. The application process must be completed prior to the semester when the internship is to commence.

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, complete the General Education Requirements of the College and may be required to complete a standardized outcome assessment test.

Programs of Study

The required courses for the major in Criminal Justice consists of twenty-four semester hours in a Criminal Justice Concentration, plus 30 semester hours of other required courses.

The required courses for all Criminal Justice majors are:

Common Requirements:

PSY100	General Psychology*
SOC100	Introduction to Sociology*
CJA101	Introduction to Criminal Justice*
CJA203	Ethical Issues/Criminal Justice*
CJA470	Topics/Criminal Justice*
SOC320	Criminology*
E222	Technical Writing

* Courses fill General Education requirements

Also one of the following courses:

BEH260	Statistics
SOC335	Research Methodology
PS141	American Government
PS242	State and Local Government

In addition students must select a minimum of 4 courses from the following subjects:

ANT210	Physical Anthropology
ANT220	Cultural Anthropology
ANT230	Introduction to Archaeology
ANT310	Advanced Physical Anthropology
ANT320	Chinese Culture
ANT325	Culture/Personality
ANT350	Anthropology of Aging
ANT390	Selected Topics in Anthropology
PSY150	Intro. Psych I
PSY151	Intro. Psych II
PSY270	Design Analysis I
PSY271	Design Analysis II
PSY307	Cognitive Psychology
PSY309	Theories/Learning
PSY320	Developmental Psychology
PSY325	Adult Development
PSY327	Psychology of Exceptional Child
PSY341	Abnormal Psychology
PSY343	Social Psychology
PSY345	Personality
PSY351	Biological Bases/Behavior
PSY354	Sensation/Perception
PSY360	Psychology of Learning
PSY363	Industrial/Organizational Psychology
PSY365	Testing/Assessment
PSY367	Experimental Psychology
PSY441	Counseling Theories/Psychology
PSY472	History and Systems
SOC210	Drugs/Alcohol Addiction
SOC215	Law and Society
SOC225	The Family
SOC220	American Social Problems
SOC230	Development of Social Theory
SOC235	Contemporary Social Theory
SOC310	Sociology of Organizations

SOC315	Ethnic/Minorities
SOC320	Criminology
SOC330	Sociology of Religion
SOC335	Research Methodology
SOC340	Urban Sociology
SOC345	Human Services Techniques
SOC410	Population Trends

Concentration Requirements for Criminal Justice Majors:

Law Enforcement:

CJA110	Juvenile Delinquency
CJA225	Criminal Investigations
CJA255	Police Operational Functions
CJA302	Criminal Law
CJA341	Law of Criminal Procedures
CJA351	Criminal Justice Organization/Management
Criminal Justice Electives (2 courses/see list below)	

Corrections:

CJA110	Juvenile Delinquency
CJA205	Probation/Parole
CJA335	Community Corrections
CJA351	Criminal Justice Organization/Management
CJA480	Institutional Corrections
SOC345	Human Services Techniques*
Criminal Justice Electives (2 courses/see list below)	

Security:

CJA102	Introduction to Security
CJA202	Industrial/Commercial Security
CJA204	Legal Standards of Security
CJA301	Security Planning and Supervision
IFS105	Principles of Computer Information Systems
ACC210	Elementary Accounting
Criminal Justice Electives (2 courses/see list below)	

In addition, students must select a minimum of 2 courses from the following Criminal Justice electives not required in the above concentrations:

CJA100	Orientation to Criminal Justice
CJA102	Introduction to Security
CJA110	Juvenile Delinquency
CJA115	Citizen and the Court
CJA202	Industrial/Commercial Security
CJA204	Legal Standards of Security
CJA205	Probation/Parole
CJA225	Criminal Investigation
CJA226	Advanced Criminal Investigation
CJA230	Introduction to Criminalistics
CJA245	The Police and Community
CJA255	Police Operational Functions
CJA301	Security Planning/Supervision
CJA302	Criminal Law
CJA303	Women in Criminal Justice
CJA323	Arson/Bomb/Ballistics

Programs of Study

CJA324	Evidence Analysis Techniques
CJA333	Traffic Administration/Investigation
CJA335	Community Corrections
CJA341	Law of Criminal Procedures
CJA350	Principles of Crime Scene Search
CJA351	Criminal Justice Organization/Management
CJA360	Criminal Justice Practicum
CJA480	Institutional Corrections
CJA498/499	Independent Study

Free Electives: 7-9 Credits

Courses marked with an * fill General Education requirements.

Criminal Justice

Law Enforcement Concentration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Introduction to Sociology	3
Introduction to Criminal Justice System	3
Mathematics	6
Physical Education	1
Physical Education Concepts	1
Psychology	3
Juvenile Delinquency	3
Humanities Electives	<u>6</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Ethical Issues in Criminal Justice	3
Criminal Law	3
Laboratory Science	6-8
Criminal Investigation	3
Foreign Culture	6
Physical Education	2
Introduction to Speech	3
Social and Behavioral Science Elective	3
Police Operational Functions	<u>3</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Criminology	3
Foreign Culture	6
Humanities Elective	3
State and Local Government, American Government, Research Methods or Statistics	3
Behavioral Science Electives	6
American Civilization	3
Law of Criminal Procedure	3
Technical Writing	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Behavioral Science Electives	6
Selected Topics in Criminal Justice	3
Criminal Justice Electives	6
Social and Behavioral Science Electives	6
Criminal Justice Organization and Management	3

Free Electives	<u>6</u>
	30

Criminal Justice

Corrections Concentration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Introduction to Sociology	3
Introduction to Criminal Justice System	3
Mathematics	6
Physical Education	1
Physical Education Concepts	1
General Psychology	3
Juvenile Delinquency	3
Humanities Electives	<u>6</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Ethics in Criminal Justice	3
Probation and Parole	3
Humanities Elective	3
Technical Writing	3
Speech	3
Foreign Culture	6
Physical Education	2
Laboratory Science	6-8
Social and Behavioral Science Elective	<u>3</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Criminology	3
Community Corrections	3
Human Services Techniques	3
State and Local Government, American Government Research Methods or Statistics	3
Foreign Culture	6
Social and Behavioral Sciences Electives	9
Free Electives	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Institutional Corrections	3
Selected Topics in Criminal Justice	3
Behavioral Science Electives	6
Criminal Justice Electives	6
Free Electives	6
American Civilization	3
Criminal Justice Organization and Management	<u>3</u>
	30

Criminal Justice

Security Concentration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Introduction to Sociology	3

Programs of Study

Introduction to Criminal Justice System	3
Mathematics	6
Physical Education	1
Physical Education Concepts	1
General Psychology	3
Juvenile Delinquency	3
Introduction to Security	3
Humanities Electives	<u>3</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Technical Writing	3
Speech	3
Humanities Electives	6
Laboratory Science	6-8
Legal Aspects of Security	3
Foreign Culture	6
Industrial/Commercial Security	3
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Criminology	3
Elementary Accounting	3
State and Local Government, American Government, Research Methods or Statistics	3
Foreign Culture	6
Principles of Computer Information Systems	3
Criminal Justice Elective	3
Social and Behavioral Sciences Electives	6
Free Electives	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Security Planning and Supervision	3
Behavioral Science Electives	12
Criminal Justice Electives	3
American Civilization	3
Free Electives	3
Selected Topics in Criminal Justice	3
Humanities Elective	<u>3</u>
	30

BACHELOR OF SCIENCE DEGREE IN LONG-TERM CARE ADMINISTRATION:

The Long Term Care Administration Program is designed to help prepare students for working in the personal care and nursing home fields. By combining courses from business, health records, and the behavioral sciences, it gives an introduction to many of the tasks administrators and assistant administrators use in their daily work. It helps to prepare students for graduate programs in Long-Term Care and other areas. Students who wish to become licensed nursing home administrators in the State of Pennsylvania may have additional requirements to fulfill after graduation. Other states may have different requirements. Students planning to reside

in another state after graduation should check their state's requirements before selecting the Long Term Care major at York College.

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, complete the General Education Requirements of the College and may be required to complete a standardized outcome assessment test.

The required courses for the major in Long Term Care Administration include:

BS100	Fundamentals of Human Biology* OR
BS120	Biology I*
PS242	State and Local Government
SOC100	Introduction to Sociology
PSY100	General Psychology
GER410	Clinical Aspects of Aging
SOC345	Human Services Techniques
LTC200	**Practicum in Long-Term Care
LTC495-97	**Administrator in Training (12 to 15 credits)
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II OR
ACC300	Cost Accounting I
MGT250	Principles of Management
MKT200	Principles of Marketing
MGT320	Human Resource Management
RT105	Medical Terminology
HR312	Organization and Administration of Health Care
HR417	Legal Concepts in the Health Field
QBA260 OR BEH260	Statistics
	Behavioral Sciences Electives (6 credits)
	Free Electives 9-12 credit hours

* Courses fill General Education requirements.

**These special courses are taken on-site in a nursing home facility. LTC200 requires 120 hours of on-site work and LTC495, LTC496, and LTC497 require 480-600 hours of on-site work. One class meeting on campus each week is also required for these courses. Daytime, evening, and weekend hours may be required to fulfill these placements.

Long-Term Care Administration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Human Biology	3
Laboratory Science Elective	3-4
General Psychology	3
Introduction to Sociology	3
Foreign Culture	3
Mathematics	6
American Civilization	3
Physical Education Concepts	1
Physical Education	<u>1</u>
	32-33

Programs of Study

<i>Sophomore Year</i>	<i>Credits</i>
Statistics	3
Speech	3
State and Local Government	3
Accounting	6
Foreign Culture	6
Practicum in Long-Term Care Administration	3
Organization and Administration of Health Care Facilities	3
Humanities Elective	3
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Clinical Aspects of Aging	3
Human Service Techniques	3
Medical Terminology	1
Principles of Marketing	3
Behavioral Science Electives	6
Humanities Elective	6
Foreign Culture	3
Principles of Management	3
Humanities or Social Science Elective	<u>3</u>
	31

<i>Senior Year</i>	<i>Credits</i>
Legal Concepts of Health Field	3
Administrator-in-Training*	12-15
Electives	12
Human Resource Management	<u>3</u>
	30-36

*This course requires 480-600 hours of work at an approved facility.

BACHELOR OF SCIENCE DEGREE IN PSYCHOLOGY

The Psychology Major at York College of Pennsylvania is designed to provide students with the necessary background to pursue a number of professional careers within and related to psychology. Core and Area Requirements have been designated to provide the integral background for further educational and professional growth. Electives, both within and outside the psychology field, allow the student to concentrate on their individual career goals and needs.

The selection and sequencing of these courses must be done with the advisement of the psychology faculty. The psychology faculty are prepared to assist each student in preparing for their career and graduate school goals. It is imperative that all psychology majors meet with their advisor at least once a semester.

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education (unless exempted). In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residency requirement, complete the General Education Requirements of the College and will be required to take a standardized outcome assessment examination.

The required courses for all Psychology majors are:

PSY150	Introductory Psychology I *
PSY151	Introductory Psychology II
SOC100	Introduction to Sociology *
BS100	Fundamentals of Human Biology * OR
BS120	Biology I *
One additional Biology course *	
PSY270	Design and Analysis I
PSY271	Design and Analysis II
PSY472	History and Systems
PSY490	Psychology Seminar

* Courses fill General Education requirements.

In addition to the required courses above, students must complete three Area Requirements. The following courses are the Area Requirements to be selected by the Psychology Major with their faculty advisor. These courses should normally be taken during the 2nd and 3rd years.

Area A. Choose one of the following: 3 credits

PSY351	Biological Bases of Behavior
PSY354	Sensation and Perception
BS201	Animal Behavior

Area B. Choose two of the following: 6 credits

PSY320	Developmental Psychology
PSY341	Abnormal Psychology
PSY343	Social Psychology
PSY345	Personality

Area C. Choose one of the following: 3 credits

PSY307	Cognitive Psychology
PSY309	Theories of Learning

The following are the Psychology Electives. These courses are designed to assist the student in meeting their career goals. A minimum of 3 courses (9 credit hours) must be completed in electives. Courses listed as Area Courses may also be taken as elective courses if they are not being taken as an Area Course. Students are to confer with their advisor concerning these courses. The concentration courses are to be taken during the 3rd and 4th years.

PSY325	Adult Development
PSY327	Psychology of Exceptional Children
PSY363	Industrial and Organizational Psychology
PSY365	Psychological Testing and Assessment
PSY390	Special Topics in Psychology
PSY421	Psychology Internship
PSY422	Psychology Internship
PSY431	Senior Teaching Practicum
PSY432	Senior Teaching Practicum
PSY441	Counseling Theories in Psychology
PSY498	Independent Study in Psychology
PSY499	Independent Study in Psychology

Free Electives: 23 - 25

Transfer students should meet with their advisor concerning Introductory Psychology II.

No more than two courses in the major may have a grade of 1 or below.

Programs of Study

Psychology Major (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Introductory Psychology	6
Introductory Sociology	3
Biology	3-4
Mathematics	3
Foreign Culture	3
Humanities Electives	3
Physical Education	1
Physical Education Concepts	<u>1</u>
	29-30

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
Experimental Design I and II	8
Foreign Culture	3
Social Sciences Electives	3
Humanities Electives	3
Psychology Area Requirements	6
Humanities Electives	3
American Civilization	<u>3</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Biology	3-4
Mathematics	3
Foreign Culture	3
Humanities Electives	3
Psychology Area Requirements	6
Psychology electives	3
Physical Education	1
Free electives	<u>9</u>
	31-32

<i>Senior Year</i>	<i>Credits</i>
History and Systems	3
Psychology Seminar	3
Psychology electives	6
Physical Education	1
Humanities Elective	3
Foreign Culture	3
Free Electives	<u>14</u>
	33

BACHELOR OF SCIENCE DEGREE IN RECREATION AND LEISURE ADMINISTRATION

The Bachelor of Science Degree in Recreation is accredited by the National Recreation and Park Association—American Association for Leisure and Recreation.

A major in Recreation with a therapeutic or community emphasis is designed to prepare recreation specialists for a variety of positions in both institutional and community settings. The objectives of the program are: (1) to provide a broad liberal education; (2) to develop skills and attitudes to assist others to lead more active, meaningful lives; and (3) to prepare students

for entry into recreation and leisure service occupations at the professional level.

Two areas of emphasis are available. The Community Recreation emphasis is geared toward professional preparation for careers in federal, state, and local public recreation and park agency, private, and voluntary agencies, armed forces, industrial recreation, commercial recreation, church recreation, and travel and tourism. Flexibility within this option will permit students to focus on a specific type of agency or setting. Graduates with a therapeutic recreation emphasis meet all requirements to apply to take the examination for certification as a Certified Therapeutic Recreation Specialist through the National Council for Therapeutic Recreation Certification. Graduates of both emphases are eligible to take the examination for certification as a Certified Leisure Professional through the National Certification Board. The selection and sequencing of courses should be done through advisement by the Recreation and Leisure Administration faculty. Majors should see their advisor each semester.

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, complete the General Education Requirements of the College and may be required to complete a standardized outcome assessment test.

The required courses for all Recreation and Leisure Administration students are:

PSY100	General Psychology*
SOC100	Introduction to Sociology*
REC101	Recreation and Leisure in Modern Society
REC103	Leadership in Recreation and Leisure Activities
REC221	Recreation Practicum
REC311	Introduction to Therapeutic Recreation
REC421-423	Recreation Internship (9 credits)
REC450	Recreation Administration
REC491	Recreation Seminar

* Courses fill General Education requirements.

Community Recreation Emphasis

REC301	Group Dynamics
REC333	Organizing Community Recreation
REC392	Selected Topics in Recreation

OR

Therapeutic Recreation Emphasis

REC331	Leadership in Therapeutic Recreation
REC343	Organizing Therapeutic Recreation
SOC345	Human Services Techniques

Recreation Electives: 3 courses from the following list:

REC310	Outdoor Recreation
REC400	Leisure and Aging
REC401	Recreation Facilities Management
REC424	Recreation Internship
REC498	Independent Study

Programs of Study

Therapeutic Recreation Emphasis majors may also select from Community Recreation Emphasis requirements listed above.

Community Recreation Emphasis majors may also select recreation courses from Therapeutic Recreation Emphasis requirements listed above.

Therapeutic Recreation Certification requires in addition to the above:++

PSY341	Abnormal Psychology*
BS100	Fundamentals of Human Biology *OR
BS212	Human Anatomy and Physiology*

One of the following courses:

PSY325	Adult Development*
GER410	Clinical Aspects of Aging*
PSY320	Developmental Psychology*
GER315	Social Aspects of Aging*
N201	Human Growth and Development

* Courses fill General Education requirements.

Recreation and Leisure Education Major (suggested course schedule)

Freshman Year	Credits
<i>(Both Community and Therapeutic Emphases)</i>	
Recreation and Leisure in Modern Society	3
Leadership in Recreation and Leisure Activities	3
English Composition	6
General Psychology	3
Introductory Sociology	3
Foreign Culture	6
Humanities Electives	6
Physical Education	1
Physical Education Concepts	<u>1</u>
	32

Sophomore Year	Credits
<i>(Both Community and Therapeutic Emphases)</i>	
Science	6-8
Humanities Elective	3
Recreation Practicum	3
Introduction to Therapeutic Recreation	3
Speech	3
Mathematics	6
Foreign Culture	6
++(choice from above for therapeutic certification)	
Physical Education	<u>2</u>
	32

Junior Year	Credits
<i>(Both Community and Therapeutic Emphases)</i>	
American Civilization	3
Recreation Electives	6
Behavioral Sciences Electives	3
++(choice from above for therapeutic certification)	
Behavioral Sciences or Humanities Elective	3
++(choice from above for therapeutic certification)	

(Therapeutic Emphasis)

Organizing Therapeutic Recreation	3
Leadership in Therapeutic Recreation	3
Human Services Techniques	3

OR

(Community Emphasis)

Group Dynamics	3
Organizing Community Recreation	3
Selected Topics	3
	<u>9</u>
	24

Senior Year

Credits

(Both Community and Therapeutic Emphases)

Recreation Seminar	3
Internship	9
Recreation Elective	6
Recreation Administration	<u>3</u>
	21
Free Electives	16-18

BACHELOR OF SCIENCE DEGREE IN SOCIOLOGY

Sociology deals with the nature and workings of human group life. As a science it examines social groups, categories, and society as a whole. It uses a particular frame of reference unique to the discipline. Employing statistical analysis as well as other forms of research, sociologists seek to understand how our society works. A major in sociology is designed to provide preparation for pursuing graduate study and/or entry into vocations where sociological training is desirable (e.g. social agencies, personnel work in business, social planning in governmental agencies, and organizations in which survey research is conducted). Internships may be available with local agencies which allow selected students to apply theory to realistic situations.

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, complete the General Education Requirements of the College and may be required to complete a standardized outcome assessment test.

The required courses for the Sociology major are:

PSY100	General Psychology*
SOC100	Introduction to Sociology*
BEH260	Statistics
SOC220	American Social Problems
SOC230	Development of Sociological Theory
SOC235	Contemporary Social Theory
SOC335	Research Methodology
SOC490	Sociology Seminar

In addition, students must select a minimum of 18 credits (6 courses) from the following:

SOC215	Law and Society
SOC225	The Family

Programs of Study

SOC310	Sociology of Organizations
SOC320	Criminology
SOC315	Ethnic and Minority Relations
GER315	Social Aspects of Aging
PSY343	Social Psychology
SOC330	Sociology of Religion
SOC345	Human Services Techniques
SOC340	Urban Sociology
SOC410	Population Trends
SOC498	Independent Study**
SOC499	Independent Study**
SOC495	Internship**
SOC496	Internship**

Free Electives: Minimum 8 courses (25-27 credit hours)

Students should consult with their advisors to determine which courses would be most appropriate for them, depending on the career path they intend to pursue.

*Courses marked with an * fulfill general education requirements.*

*Courses marked with ** have additional college and departmental requirements which must be met prior to enrollment. Students should consult the college catalog for general information about these courses and consult with their advisors.*

Sociology Major (suggested course schedule)

<i>Freshmen Year</i>	<i>Credits</i>
English Composition	6
General Psychology	3
Introductory Sociology	3
Mathematics	6
Foreign Culture	6
Humanities Electives	6
Physical Education	1
Physical Education Concepts	<u>1</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
American Social Problems	3
Lab Science	6-8
Humanities or Social and Behavioral Sciences Electives	6
Development of Sociological Theory	3
Contemporary Sociological Theory	3
Statistics	3
Foreign Culture	3
Speech	3
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
History American Civilization	3
Social and Behavioral Science Elective	3
Sociology Electives	12
Foreign Culture	3
Free Electives	<u>9</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Research Methods	3
Sociology Seminar	3
Sociology Electives	6
Free Electives	<u>18</u>
	30

ASSOCIATE DEGREE PROGRAMS:

Associate of Science Degree in Criminal Justice

The Associate Degree in Criminal Justice is offered in four concentrations: Law Enforcement, Corrections, Criminalistics and Security.

To be eligible for graduation students must complete a minimum of 60 credits plus two credits of physical education, unless exempted. In addition students must maintain a 2.0 (C average) in all major requirements, earn a cumulative G.P.A. of 2.0, satisfy the college's residence requirements, and complete the Associate Degree General Education requirement of the college.

The required courses for the Criminal Justice major are:

Law Enforcement Concentration:

SOC320	Criminology
CJA101	Introduction to Criminal Justice
CJA110	Juvenile Delinquency
CJA302	Criminal Law
PSY__	Psychology Elective
SOC__	Sociology Elective
Three of the following Criminal Justice electives:	
CJA102	Introduction to Security
CJA115	Citizen and the Court
CJA202	Industrial/Commercial Security
CJA203	Ethics in Criminal Justice
CJA204	Probation/Parole
CJA225	Criminal Investigation
CJA230	Introduction to Criminalistics
CJA245	Police Community Relations
CJA255	Police Operational Functions
CJA301	Security Planning/Supervision
CJA303	Women in Criminal Justice
CJA333	Traffic Admin./Investigation
CJA335	Community Corrections
CJA341	Law of Criminal Procedures
CJA351	Criminal Justice Management
CJA470	Topics/Criminal Justice
CJA480	Institutional Corrections
CJA490	Selected Topics in Corrections

Corrections Concentration:

SOC320	Criminology
CJA101	Introduction to Criminal Justice
CJA110	Juvenile Delinquency
CJA335	Community Corrections
CJA480	Institutional Corrections
PSY__	Psychology Elective
SOC__	Sociology Elective

Programs of Study

Two of the following Behavioral Sciences Electives:

SOC345	Human Services Techniques (recommended)
ANT210	Physical Anthropology
ANT220	Cultural Anthropology
ANT230	Introduction to Archaeology
SOC210	Drugs/ Alcohol Addiction
SOC215	Law and Society
SOC225	The Family
SOC230	Development of Social Theory
SOC235	Contemporary Social Theory

Criminalistics Concentration:

CJA225	Criminal Investigation
CJA226	Advanced Criminal Investigation
CJA230	Introduction to Criminalistics
CJA323	Arson/Bomb/Ballistics
CJA324	Evidence Analysis Techniques
CJA341	Law of Criminal Procedure
CJA350	Principles of Crime Scene Search
PSY__	Psychology Elective
SOC__	Sociology Elective

Security Concentration:

CJA101	Introduction to Criminal Justice
CJA102	Introduction to Security
CJA202	Industrial/Commercial Security
CJA204	Law of Private Security
CJA301	Security Planning/Supervision
IFS105	Principles of Computer Information Systems
ACC210	Elementary Accounting I
PSY__	Psychology Elective
SOC__	Sociology Elective

Criminal Justice

Law Enforcement Concentration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics or Laboratory Science	6-8
General Psychology	3
Introduction to Sociology	3
Introduction to Criminal Justice	3
Juvenile Delinquency	3
Humanities Elective	3
Free Elective	3
Physical Education Concepts	<u>1</u>
	31-33

<i>Sophomore Year</i>	<i>Credits</i>
Criminal Law	3
Criminology	3
Technical Writing	3
Criminal Justice Electives	9
Free Electives	12
Physical Education	<u>1</u>
	31

Criminal Justice

Criminalistics Concentration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics or Laboratory Science	3-4
General Psychology	3
Introduction to Sociology	3
Introduction to Criminalistics	3
Criminal Investigation	3
Humanities Elective	3
Free Electives	6
Physical Education Concepts	<u>1</u>
	31-32

<i>Sophomore Year</i>	<i>Credits</i>
Advanced Criminal Investigation	3
Arson/Bomb/Ballistics	3
Evidence Analysis Techniques	3
Law of Criminal Procedure	3
Principles of Crime Scene Search	3
Mathematics or Laboratory Science	3-4
Speech or Technical Writing	3
Free Electives	9
Physical Education	<u>1</u>
	31-32

Criminal Justice

Corrections Concentration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics or Laboratory Science	6-8
General Psychology	3
Introduction to Sociology	3
Humanities Elective	3
Introduction to Criminal Justice	3
Juvenile Delinquency	3
Free Elective	3
Physical Education Concepts	<u>1</u>
	31-33

<i>Sophomore Year</i>	<i>Credits</i>
Speech or Technical Writing	3
Criminology	3
Community Corrections	3
Institutional Corrections	3
Behavioral Sciences Electives	6
Free Electives	12
Physical Education	<u>1</u>
	31

Criminal Justice

Security Concentration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics or Laboratory Science	6-8

Programs of Study

General Psychology	3
Introduction to Sociology	3
Humanities Elective	3
Introduction to Criminal Justice	3
Introduction to Security	3
Free Elective	3
Physical Education Concepts	<u>1</u>
	31-33

<i>Sophomore Year</i>	<i>Credits</i>
Speech or Technical Writing	3
Industrial/Commercial Security	3
Law of Private Security	3
Security Planning and Supervision	3
Principles of Computer Information Systems	3
Elementary Accounting I	3
Physical Education	1
Free Electives	<u>12</u>
	31

BEHAVIORAL SCIENCES DEPARTMENT MINORS:

Anthropology Minor (18 credits)

ANT210	Physical Anthropology
ANT220	Cultural Anthropology
Two courses selected from the following:	
ANT310	Advanced Physical Anthropology
ANT325	Culture/Personality
ANT350	Anthropology of Aging
ANT390	Selected Topics Anthropology
Two courses selected from the following:	
L111	Introduction to Indo-European Languages
BS300	Animal Behavior
H227	History of Latin America
E320	Introduction to Linguistics
G350	Survey of Canada
ANT498	Independent Study

Corrections Minor (18 credits)

CJA101	Introduction to Criminal Justice
CJA110	Juvenile Delinquency
CJA205	Probation/Parole
CJA335	Community Corrections
SOC345	Human Services Techniques
CJA480	Institutional Corrections

Criminal Investigation Minor (18 credits)

CJA101	Introduction to Criminal Justice
CJA225	Criminal Investigation
Select four of the following courses:	
CJA102	Introduction to Security
CJA204	Legal Aspects of Security
CJA226	Advanced Criminal Investigation
CJA230	Introduction to Criminalistics
CJA350	Principles of Crime Scene Search
ACC210	Elementary Accounting I

ACC215	Elementary Accounting II
ACC320	Intermediate Accounting I
ACC410	Auditing

Criminalistics Minor (15 credits)

CJA225	Criminal Investigation
CJA230	Introduction to Criminalistics
CJA323	Arson/Bomb/Ballistics
CJA324	Evidence Collection Techniques
One course selected from the following:	
CJA341	Law of Criminal Procedures
CJA350	Principles of Crime Scene Search

Gerontology Minor (18 credits)

PSY100	General Psychology
GER410	Clinical Aspects/ Aging
Select four courses from the following:	
ANT350	Anthropology of Aging
GER315	Social Aspects/ Aging
GER320	Working with the Elderly
GER330	Final Separation
GER450-451	Practicum in Aging
GER498-499	Independent Study

Psychology Minor(18 credits)

PSY100	General Psychology
PSY150	Introduction to Psychology I
Select five courses from the following advanced Psychology courses:	
PSY307	Cognitive Psychology
PSY309	Theories of Learning
PSY320	Developmental Psychology
PSY325	Adult Development
PSY327	Psychology of Exceptional Child
PSY341	Abnormal Psychology
PSY343	Social Psychology
PSY345	Personality
PSY351	Biological Bases of Behavior
PSY354	Sensation and Perception
PSY363	Industrial and Organizational Psychology
PSY365	Psychological Testing and Assessment
PSY390	Special Topics
PSY441	Counseling Theories in Psychology
PSY472	History and Systems in Psychology

Security Minor (15 credits)

CJA102	Introduction to Private Security
CJA202	Principles of Commercial/Industrial Security
CJA204	Legal Standards of Security
Two courses selected from the following:	
CJA225	Criminal Investigation
CJA301	Security Planning and Supervision
IFS105	Principles of Computer Information Systems
ACC210	Elementary Accounting

Programs of Study

Sociology Minor (18 credits)

- SOC100 Introduction to Sociology
- SOC220 American Social Problems
- One course selected from the following:
 - SOC230 Development of Sociological Theory
 - SOC235 Contemporary Sociological Theory
- Select three courses from the following:
 - SOC210 Drug/Alcohol Addiction
 - SOC225 The Family
 - SOC215 Law and Society
 - SOC310 Sociology of Organizations
 - SOC315 Ethnic/Minorities
 - SOC320 Criminology
 - SOC325 Social Psychology
 - SOC330 Sociology of Religion
 - SOC340 Urban Sociology
 - SOC345 Human Services Techniques
 - SOC410 Population Trends
 - SOC490 Sociology Seminar

BIOLOGICAL SCIENCES DEPARTMENT

The Department of Biological Sciences offers baccalaureate degree programs in Biology, Secondary Education-Biology, and the Allied Health fields of Health Records Administration, Nuclear Medicine Technology and Respiratory Therapy. The Biology program is broadbased, and designed to prepare students for graduate studies or for professional programs in either medicine and other health-related fields. Graduates may also seek employment immediately after graduation in biology-related areas such as environmental science or biotechnology. The Secondary Education-Biology program prepares students for certification as secondary education biology teachers. The Allied Health programs are professionally accredited, and prepare students for careers as either health records administrators, nuclear medicine technologists or respiratory therapists. The department offers associate degree programs in Biology and Respiratory Therapy, plus a one year Respiratory Therapist Certificate program. A minor in Biology is also available.

BACHELOR OF SCIENCE DEGREE IN BIOLOGICAL SCIENCES

The Biology program provides the student with a solid and rigorous foundation in general biology, emphasizing a balance between the molecular/cellular and organismal/population areas of the field. Recognizing the many sub-specialties in biology, the curriculum is also flexible, allowing the student to design an area of emphasis that matches their unique interests and goals. Students are given numerous opportunities to expand their writing and speaking abilities, not only through their laboratory and classroom experiences, but also in selected courses such as Introduction to Scientific Research and Senior Thesis. The Biology program has a strong chemistry and physics component, and many biology majors

acquire a minor in chemistry by taking an additional chemistry course such as Instrumental Analysis. This allows graduates to qualify for jobs that require skills in both biology and chemistry.

While mastery of subject matter is of prime importance, the curriculum also emphasizes the process of scientific inquiry through laboratory experimentation. The student designs and conducts experiments both within their courses and outside of the classroom. Students are encouraged either to participate in undergraduate research projects with YCP faculty or to arrange a summer research experience with faculty at another college or university around the country. York College faculty offer a wide range of research opportunities for the student. Students, with their faculty mentor, may present their research findings at state and national scientific meetings. Papers have recently been presented by student-faculty teams in the areas of neurophysiology, exercise physiology, ornamental horticulture, plant development, animal behavior, microbial physiology and environmental microbiology. Additional research opportunities are available for students in molecular and cellular biology, genetics, biochemistry and reproductive physiology.

Many students earn credit through an internship by working in a learning environment off-campus. Examples include biotechnology companies, environmental firms, nature centers or pharmaceutical laboratories. The skills and attitudes acquired in the workplace not only enhance the educational process at the college, but also provide a potential place of employment upon graduation.

A college-wide, Health Professions Committee exists on-campus specifically to advise students interested in Medicine, Veterinary Science, Optometry, Physical Therapy and other professional careers based in the sciences. There is no pre-professional major at the college since professional schools prefer that applicants major in a traditional undergraduate discipline, such as biology or chemistry, rather than follow a specific program geared to one profession, such as pre-med. The committee forms a second tier of advisors for these pre-professional students in addition to their major advisor. Committee members assist students in designing a course sequence and in choosing other related activities that will strengthen their professional school applications. They work closely with students from their freshmen year until the application process is completed.

The Biology Department is a member of the Marine Science Consortium in Wallops Island, Virginia. This consortium of colleges in Pennsylvania was formed to provide a field station for their students to study and conduct research in the marine sciences. The Marine Biology and Oceanography courses conduct their laboratory component at this site. York College students may also choose from a wide array of courses offered at the station during the summer. Biology majors take these courses under their free electives. Some courses are designed for non-science majors as well. The student must apply for credit to both the college and the consortium in order to participate in these courses. Additional fees to the Consortium are required to cover food and lodging. A catalog describing the courses is available from the Biology Department office.

Programs of Study

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must earn a 2.0 grade in all required Biology courses and electives, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Biological Sciences major* are:

CHM131	General Chemistry I
CHM132	General Chemistry II
PHY121	General Physics I
PHY122	General Physics II
CHM231	Organic Chemistry I and
CHM232	Organic Chemistry II
OR	
CHM112	Concepts in Chemistry and
BS304	Biochemistry
BS120	Biology I
BS121	Biology II
BS210	Intro. Scientific Research
BS242	Genetics
BEH260	Basic Statistics
BS343	Ecology
BS410	Senior Thesis

Upper Division Biology Electives: 16 credits

Students must choose one course from the Cellular/subcellular category and one from the Organismal/population category of the Upper Division Biology Electives. The remaining 8 credits must also be chosen from these categories.

Cellular/Subcellular

BS241	Microbiology
BS302	Immunology
BS304	Biochemistry
BS305	Cell Biology
BS314	Developmental Biology

Organismal/Population

BS300	Animal Behavior
BS301	Animal Physiology
BS311	Zoology
BS313	Avian Biology
BS321	Botany
BS421	Adv. Seasonal Flora

Free Electives 9 credits

(Science electives are recommended)

* "2" or better required for each Biology course.

Biology (suggested course sequence)

<i>Freshman Year</i>	<i>Credits</i>
Biology I & II	8
General Chemistry I & II	8
English Comp I & II	6
Mathematics	6
Physical Education	<u>2</u>
	30

<i>Sophomore Year</i>	<i>Credits</i>
Intro. to Scientific Research	3
Genetics	4
Organic Chemistry I & II (or Concept Chem. II and Biochemistry during junior year)	8
Statistics (counts in Social Science core)	3
Behavioral Science or Humanities electives	9
Introduction to Speech	3
Free elective	<u>3</u>
	33

<i>Junior Year</i>	<i>Credits</i>
Ecology	4
Biology Electives	8
General Physics I & II	8
Social Science or Humanities electives	3
Foreign Culture electives	6
Physical Education	<u>2</u>
	31

<i>Senior Year</i>	<i>Credits</i>
Senior Thesis	1
Biology electives	8
American Civilization	3
Foreign Culture electives	6
Humanities elective	6
Free electives	<u>6</u>
	30

BACHELOR OF SCIENCE DEGREE IN SECONDARY EDUCATION - BIOLOGY

The Biology Education major prepares students to be teachers of Biology for employment in middle and high schools. Our program is authorized by the Department of Education of the Commonwealth of Pennsylvania. A student who completes this program and is evaluated by the faculty as a competent beginning teacher will be recommended by the College for a teaching certificate which is granted by the Commonwealth of Pennsylvania.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 131 credits plus 4 credits of physical education unless exempted. In addition, students must earn a minimum grade of 2.0 in all biology courses, maintain a 2.5 average in all professional courses and the professional semester, earn an overall cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Secondary Education - Biology major are:

General:

CHM131	General Chemistry I
CHM132	General Chemistry II
PHY121	General Physics I
PHY122	General Physics II

Programs of Study

+ CHM231	Organic Chemistry I
CHM232	Organic Chemistry II
SE354	Teaching General Science
<i>+ may substitute Concepts of Chemistry II and Biochemistry.</i>	
BS120	Biology I
BS121	BiologyII
BS210	Intro to Scientific Research
BS241	Microbiology
BS242	Genetics
BS343	Ecology
BS410	Senior Thesis
BS____	Biology Elective
MAT105	College Algebra*
MAT110	College Math*
PSY100	General Psychology*
PSY360	Psychology of Learning
SOC100	Intro. to Sociology*
BEH260	Statistics*
H121	History of Western Civil. I*
H122	History of Western Civil. II*

*courses satisfy General Education Requirements

Professional Preparation Courses

EE221	Intro. to American Education
SE320	Computers in the Classroom
EE402	Prof. Orient. & School Law
SE350	Secondary School Experience
SE351	Teaching Strategies
SE356	Rdg. Skls. Test OR Rdg. Content OR
SE360	Rdg./Wrtg. Across Curric.

Professional Semester

EE401	Instructional Media
EE404	Dir. Observ. & Student Teaching or
SE405	Independent Study in Education
SE412	Practicum in Student Teaching
SE414	Tchg. Excep./Mult Cult.

2.5 GPA REQUIRED FOR PROFESSIONAL SEMESTER

Secondary Education-Biology (suggested course sequence)

Freshman Year	Credits
Biology I and II	8
General Chemistry I and II	8
English Comp I and II	6
Mathematics	6
Introduction to Sociology	3
Humanities elective	3
Physical Education	<u>2</u>
	36

Sophomore Year

Introduction to Scientific Research	3
Genetics	4
Organic Chemistry (or Concepts in Chem II plus Biochemistry in junior year)	8
Intro. to American Education	3
General Psychology	3

Introduction to Speech	2
Foreign Culture electives	6
Humanities elective	3
Physical Education	<u>2</u>
	34

Junior Year

<i>Junior Year</i>	<i>Credits</i>
Microbiology	4
Ecology	4
General Physics I and II	8
Psychology of Learning	3
Statistics	3
Tchg. Gen. Science	3
Secondary School Experience	3
Teaching Strategies	3
Computers in the Classroom	<u>1</u>
	32

Senior Year

<i>Senior Year</i>	<i>Credits</i>
Senior Thesis	1
Biology Elective	4
*Professional Orientation and School Law	2
American Civilization	3
Western Civilization	6
Humanities Elective	3
**Reading Skills Test	1

The Professional Semester

(A 2.5 GPA, or greater, required)

Instructional Media	2
Issues and Concerns in Education	2
Practicum in Student Teaching	1
Student Teaching	<u>8</u>
	33

* Professional Orient. & School Law must be taken the semester prior to the Professional Semester.

** Successful completion of the Diagnostic Test., or SE356, or SE360 (students may choose to take the Diagnostic Test, SE356 or SE360)

BACHELOR OF SCIENCE DEGREE IN HEALTH RECORD ADMINISTRATION

The Health Record Administration Program prepares the student for a professional career in a variety of health care settings as a manager of health information. The Health Record Administrator is responsible for the development and maintenance of a multifaceted health record system that is capable of providing the data needed by the Patient, Health Care Professionals, Administration, the Community, Medical Researchers and Educators.

Admission to York College does not guarantee admission to the Health Record Administration Program. Class size is limited and entrance into the professional courses will be granted to those students who have earned a cumulative grade point average of 2.5 or better, a minimum 2.0 in each of the supporting courses and have demonstrated qualities essential to this health care field. Special application is made

Programs of Study

to the Health Record Administration Program after completion of five (5) semesters of college work or one semester at York College for transfer students with an Associate Degree. An admissions committee will review these applications according to the above stated criteria and notify the student prior to the beginning of the spring semester of the junior year.

Transfer students and applicants with degrees in other fields are encouraged to apply. These students must have completed a 2 semester course in Anatomy and Physiology and a Microbiology course as well as required supporting courses, prior to beginning the clinical portion of the Health Record Administration Program.

All didactic courses will be taught at the York College campus. Clinical experiences are offered through supervised affiliation assignments at area hospitals and other health care institutions. Students are responsible for travel to and from these sites as well as expenses incurred during the clinical experiences.

The Health Record Administration Program is accredited by the Commission of the Accreditation of Allied Health Educational Programs in collaboration with the American Health Information Management Association. Following satisfactory completion of all courses required, the student will be awarded the degree of Bachelor of Science in Health Record Administration. Graduates will be eligible to write the registration examination of the American Health Information Management Association.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 122 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.5 average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Health Record Administration major are:

MAT105	*College Algebra
MAT110	*College Math
PSY100	*Psychology
SOC100	*Sociology
BEH260	*Statistics
BS212	Human Anatomy & Physiology
BS213	Human Anatomy & Physiology
BS341	Microbiology
E220	Communication & Report Writing
IFS105	Prin. Computer Info. Systems
MGT250	Principles of Management
MGT320	Human Resource Management
HR100	Orient. to Health Rec. Adm.
HR215	Medical Terminology
HR310	Directed Practice I
HR312	Org. & Adm. Health Care Fac.
HR313	Health Record Science
HR315	Quality Assurance/Health Care

HR409	Directed Practice II
HR410	Directed Practice III
HR411	Health Record Mgt. Affil.
HR412	Health Record Management
HR413	Health Class /Indexes/Regist.
HR414	Health Statistics & Research
HR415	Fund. of Medical Science I
HR416	Fund. of Medical Science II
HR417	Legal Concepts/Health Field
HR418	Health Record Admin. Seminar
HR419	Health Record in Specialized Health Care Facilities
HR420	Systems Analysis
HR421	CPT Coding
HR427	Health Information Systems
HR498	Independent Study (Optional)

Courses marked * fill general education requirements.

Health Record Administration (suggested course sequence)

Freshman Year	Credits
English Composition	6
Introduction to Sociology*	3
Mathematics	6
Foreign Culture	3
Language	6
Humanities Elective	6
General Psychology*	3
Orientation to Health Record Admin.*	1
Physical Education	<u>2</u>
	33

Sophomore Year	Credits
Anatomy and Physiology*	8
Foreign Culture	3
Language	6
Speech	3
Communication & Report Writing*	3
Social/Behavioral Science Electives	9
Humanities Elective	3
Physical Education	<u>2</u>
	34

Junior Year	Credits
American Civilization	3
Principles of Management*	3
Statistics*	3
Microbiology*	4
Computer Information Systems*	3
Org. & Adm. of Health Care Facilities	3
Human Resource Management*	3
Health Record Science	3
Medical Terminology	3
Health Statistics and Research	3
Fundamentals of Medical Science I	<u>3</u>
	34

Programs of Study

Summer (Mini-semester)
Directed Practice 1+

1

Senior Year

Credits

Health Classifications, Indexes, Registers

3

Quality Assurance in Health Care

2

Fundamentals of Medical Science II

3

Health Record Management

4

Health Records in Special Health Care Facilities

1

Systems Analysis

1

Health Information Systems

3

Directed Practice II, III+

3

Legal Concepts for the Health Field

3

Health Record Management Affiliation+

4

Health Record Administration Seminar

2

CPT Coding

1

30

+ Directed Practice consists of approximately 440 hours of on -site clinical experience at various health care affiliation institutions. During Management Affiliation of the senior year, each student goes on a 6 week full-time affiliation at a health care institution outside the York area. Students are responsible for their own transportation during Directed Practice and Management Affiliation assignments.

* Supporting Courses

BACHELOR OF SCIENCE DEGREE IN NUCLEAR MEDICINE TECHNOLOGY

The Nuclear Medicine Technology Major will prepare the Student for a professional career as a nuclear medicine technologist. Nuclear Medicine is a specialty area of medical practice that uses radioactive substances and special sensitive instrumentation to help diagnose and treat certain diseases. This specialty is directed by a nuclear physician who has received added training beyond medical school in the proper use and handling of radioactive substances. The nuclear medicine technologist is an individual who has received special training to perform the many patient procedures which will assist the nuclear physician in his diagnosis and treatment. The individual is trained in the special instrumentation used to perform body function studies, imaging procedures, and special laboratory tests done on various body fluids (such as blood samples). Upon successful completion of the program and the registry examination of Nuclear Medicine Technology, the individual is certified as a Nuclear Medicine Technologist.

Students pursuing the Bachelor of Science Degree in Nuclear Medicine Technology will spend three years at York College followed by a Clinical year at one of the affiliated hospitals* of the Lancaster Institute for Health Education, School of Nuclear Medicine Technology. Admission to York College does not guarantee admission to the hospital clinical year. Students will follow the prescribed courses of study for the first three years at the College. The student must earn a minimum of "C" in each of the required supporting courses and nuclear medicine technology major courses with an average of 2.3 in science and mathematics as well as a cumulative grade point average of 2.3 in order for the College to recommend the student for the clinical year. At the beginning of the Spring

semester of the junior year the student will make application for the clinical year through the Coordinator of Nuclear Medicine at the College. The Nuclear Medicine Coordinator will present applications and transcripts of all students' records who are applying for the clinical year to the Advisory Committee of the Consortium. The Advisory Committee will decide which students can be accepted into the Clinical year and will also designate the hospital assignment. The students will be notified when the selection process is completed. The students will then be required to complete application to the specific hospital with all necessary forms and payment of preliminary fees.

The Clinical year begins in August and is twelve months in duration. Four days per week are devoted to clinical practice and one day per week is spent in classroom instruction. This may involve commuting one day a week to one of the affiliated hospitals.

Upon successful completion of the Nuclear Medicine Technology Program a Bachelor of Science degree in Nuclear Medicine from York College and a Certificate in Nuclear Medicine Technology from the Consortium will be awarded. This qualifies the individual to take one of the three national registry examinations** in order to become a Certified Nuclear Medicine Technologist.

In addition, an individual with Special Training from another field or another degree such as Medical Technology, Nursing, Biology, etc., may apply for the Clinical year as a student with advanced status. This individual would receive a certificate after successfully completing the program and would also be eligible to take one of the national registry examinations for Certified Nuclear Medicine Technologists.**

* The affiliated hospitals are Lancaster General Hospital, York Hospital, Memorial Hospital, Washington County Hospital, Penn State-Hershey Medical Center.

** Nuclear Medicine Technology Certification Board (NMTCB), and American Registry of Radiologic Technologists (ARRT).

Requirements for Graduation

To be eligible for graduation students must complete a minimum of 124 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.3 average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

***The required courses for the Nuclear Medicine Technology major are:

BS120	Biology I
CHM131	General Chemistry I
CHM132	General Chemistry II
CHM112	Concepts in Chemistry II
BS212	Human Anatomy & Physiology
BS213	Human Anatomy & Physiology
BS241	Microbiology
BS302	Immunology
BS304	Biochemistry
PHY122	General Physics II
IFS105	Princ. Of Computer Info. Sys.

Programs of Study

MAT105	College Algebra*
MAT120	Business Calculus*
PSY100	General Psychology*
SOC100	Intro. to Sociology*

It is suggested that students take more than the required credits needed for graduation by taking:

BS112	Intro. to Allied Health
BEH260	Statistics*
CHM334	Instrumental Analysis
HR215	Medical Terminology

OR

RT105	Medical Terminology for Health Professions
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* Courses satisfy General Education Requirements

** A grade of "2" or better is required with an average of 2.3 in science, math and required major courses.

Students having less than a 2.3 average at the end of their sophomore year are encouraged to seek another major.

Clinical Year: 30 Credits

The fourth year of courses (30 credits) consists of a hospital practicum at one of four hospitals of the South Central Pennsylvania Consortium for Nuclear Medicine Technology Training.

A cumulative grade point average of 2.3 or greater is necessary in order for the College to recommend the student to the Advisory Committee of the South Central Pennsylvania Consortium for Nuclear Medicine Technology Training for the clinical year. The College cannot guarantee the student a position at a hospital for the clinical year.

Nuclear Medicine Technology (suggested course schedule)

Freshman Year		Credits
English Composition		6
Biology I (BS120)		4
*General Chemistry (CHM131, CHM132)		8
Behavioral & Social Science Electives		3
Foreign Culture		3
*Mathematics (MAT105, MAT120)		6
Physical Education		<u>2</u>
		32

Sophomore Year		Credits
Foreign Culture		6
Humanities Elective		3
Speech		3
+*Concepts of Chemistry II (CHM112)		4
Physics II (PHY122)		4
*Microbiology		4
Sociology (SOC100)		3
American Civ.		3
Physical Education		<u>2</u>
		32

Junior Year		Credits
Humanities elective		6
Foreign Culture		3
Behavioral & Social Science		3
*Biochemistry		4
*Immunology		4
Psychology (PSY100)		3
*Human A & P (BS212 & BS213)		8
*Principles of Computer Info. Systems		<u>3</u>
		34

Senior Year**		Credits
(Clinical Practicum)		
NM Theory		14
NM Practicum		<u>16</u>
		30

+ Students must have a minimum grade of 2.0 in each course of General Chemistry (CHM131, CHM132) prior to taking CHM112.

* Students must have a minimum grade of 2.0 in each of these required courses and nuclear medical technology major courses * with an average of 2.3 in science and mathematics courses and must have a cumulative grade point average of 2.3 in order for the college to recommend the student for the clinical year.

** The senior year consists of clinical and didactic instruction through the Lancaster Institute for Health Education, School of Nuclear Medicine Technology.

BACHELOR OF SCIENCE DEGREE IN RESPIRATORY THERAPY

The Respiratory Therapy Programs prepare the student for a professional career as a respiratory technician or a respiratory therapist. Respiratory therapy is an allied health specialty instrumental in the diagnosis, treatment, management, and preventive care of patients with cardiopulmonary problems. Respiratory therapy offers persons interested in caring for others an opportunity to serve as vital members of the health care team.

Applicants to the respiratory therapy programs must have graduated from high school or have earned a state equivalency diploma and must exhibit evidence of a strong background in a college preparatory program. A minimum "C" average is required in high school biology, chemistry and algebra. Applicants must tour a respiratory therapy department. Applicants will be asked to attend an interview with the Respiratory Therapy Program Director, Clinical Coordinator, or Medical Director. Size of the classes is limited. Transfer students will be considered for admission to the program on an individual basis.

Respiratory Therapy students should be prepared for expenses in addition to those identified as tuition, fees, and room and board costs. Most additional expenses relate to costs for uniforms, supplies such as stethoscope, medical insurance, text books, membership in professional organizations and other supplies.

Classroom, laboratory, and clinical facilities at the York Hospital will be utilized for the respiratory therapy courses. Students will also receive clinical education at secondary clinical affiliates. Students will be responsible for their own trans-

Programs of Study

portation to and from respiratory therapy classes, laboratories, and clinical experience.

Successful completion of the Respiratory Technician Program qualifies the individual to take the Certified Respiratory Therapy Technician (CRTT) examination administered by the National Board for Respiratory Care (NBRC). Successful completion of the Respiratory Therapist Program qualifies the individual to take the CRTT and Registered Respiratory Therapist (RRT) examinations administered by the NBRC. "Successful completion" is defined as a minimum of a "C" or better in all courses.

The clinical courses in respiratory therapy may not be scheduled according to conventional semester scheduling and may include clinical scheduling during evenings, nights, and weekends.

Both the respiratory technician and respiratory therapist programs are fully accredited by the American Medical Association.

Three Respiratory Therapy programs are available at York College: a Respiratory Technician Certificate program, an Associate of Science Respiratory Therapist program, and a Bachelor of Science Respiratory Therapist program.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 127 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Respiratory Therapy major are:

General	
MAT105	College Algebra
MAT110	College Math
PSY100	General Psychology
BS120	Biology I
BS212	Human Anat. & Physiology
BS213	Human Anat. & Physiology
BS241	Microbiology
CHM131	General Chemistry I
CHM132	General Chemistry II
PHY121	General Physics I

Respiratory Therapy Required Courses

RT100	Basic Science for Resp. Ther.
RT105	Medical Technology
RT110	Oxygen Therapy & CPR
RT115	Bronchopulmonary Hygiene
RT120	Mechanical Ventilation
RT125	Pulmonary Funct. Testing
RT130	Pulmonary Disease
RT135	Pediatric Resp. Therapy
RT210	Eval. Patient Pulmonary Dis.
RT320	Pulmonary Physiology
RT330	Cardiac Physiology
RT410	Independent Study
RT450	Resp. Therapy Seminar

Clinical Courses

RT150	Clinical Prac. I
RT160	Clinical Prac. II
RT225	Clinical Prac. IV
RT260	Clinical Prac. V
RT270	Clinical Prac. VI
RT350	Clinical Prac. VIII
RT415	Clinical Prac. IX
RT420	Clinical Prac. X

Electives

Biology
Mathematics
Chemistry
Computer Science
Gerontology
Health Records
Others (as approved)

Respiratory Therapy (suggested course sequence)

<i>Freshman Year (Fall)</i>	<i>Credits</i>
College Algebra	3
English Composition	3
General Psychology	3
General Chemistry I	4
Foreign Culture	3
Physical Eduation	<u>1</u>
	17

<i>(Spring)</i>	<i>Credits</i>
American Civilization	3
English Composition	3
College Math	3
General Chemistry II	4
Introduction to Sociology	<u>3</u>
	16

<i>Sophomore Year (Summer)</i>	<i>Credits</i>
Basic Science for Respiratory Therapy	3
Biology I	<u>4</u>
	7

<i>(Fall)</i>	<i>Credits</i>
Human Anatomy and Physiology I	4
Medical Terminology	1
Pulmonary Diseases	3
Bronchopulmonary Hygiene	3
Oxygen Therapy and CPR	3
Clinical Practice I	<u>1</u>
	15

<i>(Spring)</i>	<i>Credits</i>
Human Anatomy and Physiology II	4
Pulmonary Function Testing	2
Mechanical Ventilation	4
Clinical Practice II	<u>2</u>

Programs of Study

Pediatric Respiratory Therapy	2
Physical Education	<u>1</u>
	15

<i>Junior Year (Summer)</i>	<i>Credits</i>
Clinical Practice IV	1
Evaluation of the Patient with Pulmonary Disease	<u>2</u>
	3

<i>(Fall)</i>	<i>Credits</i>
General Physics	4
Pulmonary Physiology	3
Clinical Practice V	1
Humanities Elective	3
Foreign Culture	3
Physical Education	<u>1</u>
	15

<i>(Spring)</i>	<i>Credits</i>
Microbiology	4
Foreign Culture	3
Clinical Practice VI	1
Cardiac Physiology	2
Introduction to Speech	3
Elective **	<u>3</u>
	16

<i>Senior Year (Summer) Credits</i>	
Clinical Practice VIII	1

<i>(Fall)</i>	<i>Credits</i>
Respiratory Therapy Seminar	2
Elective**	3
Clinical Practice X	1
Foreign Culture	3
Humanities/Social Science Electives	<u>6</u>
	14

*For progression to the sophomore year of the Respiratory Therapy Program, students must have an earned grade point average of 2.50 or better and a minimum of 2.0 in each freshman course.

** Electives must be cleared with the program director.

ASSOCIATE DEGREE IN BIOLOGICAL SCIENCES

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 60 credits plus 2 credits of physical education unless exempted. In addition, students must earn a 2.0 grade in all Biology required courses, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for Biological Sciences Associate degree are:

CHM131	General Chemistry I
CHM132	General Chemistry II
BS120	Biology I
BS121	Biology II

BS242	Genetics
(2) Biology electives	
CHM231, CHM232	**Organic Chemistry
OR	
CHM112	Concepts of Chemistry and
BS304	Biochemistry

** Many graduate programs in biological sciences and most medical-related post-baccalaureate programs require both Organic Chemistry and Biochemistry. Check the requirements of those institutions and programs.

Biology Associate Degree (suggested course sequence)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	6
Biology I & II	8
General Chemistry	8
Humanities Elective	<u>3</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Genetics	4
Organic Chemistry or Concepts of Chemistry II	
plus Biochemistry	8
Social/Behavioral Sciences Elect.	6
Humanities Elective	3
Biology Electives	8
Physical Education	<u>2</u>
	31

ASSOCIATE DEGREE IN RESPIRATORY THERAPY IN COOPERATION WITH YORK HOSPITAL

The A.S. Therapist program is 26 months in length. Graduates receive an A.S. degree and a certificate of completion. Therapists perform all the duties of technicians, but are more involved with patient assessment and treatment evaluation recommendation.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 86 credits plus 2 credits of physical education unless exempted. In addition, students must maintain a 2.0 average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Respiratory Therapy Associate degree are:

General:	
MAT105	College Algebra
PSY100	General Psychology
BS120	Biology I
BS212	Human Anat. & Physiology
BS213	Human Anat. & Physiology
BS241	Microbiology
CHM131	General Chemistry I

Programs of Study

CHM132	General Chemistry II
PHY121	General Physics I

Respiratory Therapy Required Courses

RT100	Basic Science for Resp. Ther.
RT105	Medical Terminology
RT110	Oxygen Therapy & CPR
RT115	Bronchopulmonary Hygiene
RT120	Mechanical Ventilation
RT125	Pulmonary Funct. Testing
RT130	Pulmonary Disease
RT135	Pediatric Resp. Therapy
RT210	Eval. Patient Pulmonary Disease
RT320	Pulmonary Physiology
RT330	Cardiac Physiology

Clinical Courses

RT150	Clinical Prac. I
RT160	Clinical Prac. II
RT250	Clinical Prac. III (Technician only)
RT255	Clinical Prac. IV
RT260	Clinical Prac. V
RT270	Clinical Prac. VI
RT280	Clinical Prac. VII

Respiratory Therapy Associate Degree (suggested course sequence)

<i>Freshman Year (Summer)</i>	<i>Credits</i>
College Algebra	3
Biology I	4
Basic Science for Respiratory Therapy	<u>3</u>
	10

<i>(Fall)</i>	
Human Anatomy and Physiology I	4
Medical Terminology	1
Pulmonary Diseases	3
Bronchopulmonary Hygiene	3
Oxygen Therapy and Cardiopulmonary Resuscitation	3
Clinical Practice I	1
Physical Education	<u>1</u>
	16

<i>(Spring)</i>	
Human Anatomy and Physiology II	4
Pulmonary Function Testing	2
Mechanical Ventilation	4
English Composition	3
Clinical Practice II	2
Pediatric Respiratory Therapy	<u>2</u>
	17

<i>Sophomore Year (Summer)</i>	<i>Credits</i>
Psychology, Humanities, Social Science Elective	3
Clinical Practice IV	1
Evaluation of the Patient with Pulmonary Disease 2	2
English Composition	<u>3</u>
	9

<i>(Fall)</i>	
Pulmonary Physiology	3
General Chemistry I	4
General Physics	4
Speech	3
Clinical Practice V	1
Physical Education	<u>1</u>
	16
<i>(Spring)</i>	
Cardiac Physiology	2
General Chemistry II	4
Microbiology	4
Psychology, Humanities, Social Science Electives	6
Clinical Practice VI	<u>1</u>
	17

(Summer)

Clinical Practice VII

Certificate for Respiratory Therapy in cooperation with York Hospital

The technician program is 14 months in length. Graduates of the program receive a certificate of completion. A respiratory therapy technician delivers services such as administration of medications and humidity, providing cardio-pulmonary resuscitation, training patients in self-care skills, administration of oxygen, testing of lung functions, and helping patients breathe with the use of ventilators.

Students completing this program will be awarded a Certificate in Respiratory Therapy and are qualified to take the Certified Respiratory Therapy Technician (CRTT) examination administered by the National Board for Respiratory Care (NBRC).

Requirements for Certification

To be eligible for certification students must complete a minimum of 43 credits plus 2 credits of physical education unless exempted. In addition, students must maintain a 2.0 average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Respiratory Therapy Certificate major are:

General	
MAT105	College Algebra
BS120	Biology I
BS212	Human Anat. & Physiology
BS213	Human Anat. & Physiology

Respiratory Therapy Required Courses

RT100	Basic Science for Resp. Ther.
RT105	Medical Terminology
RT110	Oxygen Therapy & CPR
RT115	Bronchopulmonary Hygiene
RT120	Mechanical Ventilation
RT125	Pulmonary Funct. Testing

Programs of Study

RT130	Pulmonary Disease
RT135	Pediatric Resp Therapy

Clinical Courses

RT150	Clinical Prac. I
RT160	Clinical Prac. II
RT250	Clinical Prac. III

Respiratory Therapy Certificate (suggested course sequence)

<i>(Summer)</i>	<i>Credits</i>
College Algebra	3
Biology I	4
Basic Science for Respiratory Therapy	<u>3</u>
	10

<i>(Fall)</i>	
Human Anatomy & Physiology I	4
Medical Terminology	1
Pulmonary Diseases	3
Bronchopulmonary Hygiene	3
Oxygen Therapy & Cardiopulmonary Resuscitation	3
Clinical Practice I	<u>1</u>
	14

<i>(Summer)</i>	
Clinical Practice III	4

MINOR IN BIOLOGY

Requirements for the minor (20 credits):

BS120	Biology I
BS121	Biology II
BS242	Genetics
BS343	Ecology
BS	Biology Elective

BUSINESS ADMINISTRATION DEPARTMENT

MASTER OF BUSINESS ADMINISTRATION DEGREE

The York College MBA is designed to meet the needs of both practicing and potential managers. Course work in the MBA program integrates theory with practice and offers participants the opportunity to develop their personal managerial skills along with their knowledge base. Course methods are purposefully varied between lecture, case analysis, presentations, outside research and group work. This multiple method approach stresses organizational diagnosis, analysis, and decision making processes. The York College MBA stresses both manufacturing and service enterprises and, as such, is appealing to students with a wide variety of undergraduate and career experiences.

The MBA curriculum is based on an eight-course core covering the basics of business administration and allows students to choose a concentration in one of the following areas: Accounting/Finance, Human Resource Management, Management, Marketing, Information Systems and General Business. To earn an MBA, students must successfully complete

the eight core courses and three courses in the concentration area for a total of 33 graduate credit hours. Students who do not have a thorough background in a business-related field will be required to complete additional courses as foundations courses to the MBA courses.

Admission requirements and detailed program information are available in the MBA Catalog. Catalogs can be obtained from the Admissions Office or the Department of Business Administration.

BACCALAUREATE/MBA DUAL DEGREE PROGRAM

The Dual Degree Program is designed to provide exceptional undergraduate students with the opportunity to begin their graduate studies while in the senior year of undergraduate course work. Dual Degree students are permitted to take up to nine credits of graduate course work and apply those credits to the baccalaureate degree, generally as free electives. Ideally, the Dual Degree Program allows a student to complete both the undergraduate and MBA degrees in a five year period.

The Dual Degree Program is not restricted to students with an undergraduate degree in business. The MBA is an excellent companion degree for many of the baccalaureate programs offered at York College and current Dual Degree students come from diverse fields such as art, history, psychology and political science. However, non-business majors may not be able to meet the five-year time frame without using summer sessions to complete the necessary business foundation courses.

Detailed information about the Dual Degree Program can be found in the MBA Catalog which is available through the Admissions Office and the Department of Business Administration.

BACCALAUREATE DEGREE PROGRAMS:

Baccalaureate degree programs are available in Accounting, Business Education, Economics and Finance, General Business, Informatics, Information Systems, International Business, Management, Marketing and Office Administration. Minors may also be earned in many of these programs. Associate degree programs are offered in Business Administration, Computer Programming, Retailing and programs in Office Support, Legal Office Support, and Medical Office Assistant.

Normally, a student will take a minimum of 24 semester credits in the major component subject area for a baccalaureate degree (15-18 credits are required for a minor) and 15 credits for associate degree. Each major program also requires the completion of general business component courses. In some cases these departmental requirements also serve to fulfill the general college requirements. Each student should consult with the assigned faculty advisor every semester and review the program requirements and progress toward graduation. Students are required to earn a cumulative 2.0 average in the major component subject area courses, to earn a cumulative 2.0 average in the general business component courses, to earn a cumulative GPA of 2.0 in all courses taken at York College, satisfy the college's residence requirement and complete the General Education Requirements of the College.

Programs of Study

Enrollment in 300-400 level business courses is restricted to students of at least junior status unless specifically exempted by the requirements in a particular program or the instructor of the course. In general, all required 100-200 level courses in English and Communications, Mathematics, Statistics, Economics, Accounting and Computer Information Systems must be completed before enrolling in 300-400 level business courses unless specifically exempted by the faculty advisor.

Credits transferred from a two-year institution will normally not be accepted as satisfying 300-400 level business course requirements unless verification of competency is achieved. This verification, as determined by the chair, advisor or program coordinator, may require satisfactory completion (a "2") or better in a higher level course in the same or similar area or credit-by examination. For transfer students at least four 300-400 major subject area component courses, as determined by the advisor or program coordinator, must be completed at York College.

The Department of Business Administration believes in the integration of writing and communication skills throughout the business student's curriculum. Each baccalaureate degree business major will be required to take writing/communications focused courses during the sophomore (200 level), junior (300 level) and senior (400 level) years as partial fulfillment of graduation requirements. The sophomore level courses will include two case studies, an organizational analysis report (library research) and oral presentation. The junior level courses will require writing assignments geared to descriptive or technical writing. Descriptions of a business process or a business transaction are examples of this type of writing. In addition, case studies and oral presentations should be included. The senior level courses will require writing assignments of the type that a student with a particular major is likely to do after graduation as well as a major research project and report.

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN ACCOUNTING

The Accounting Major within the Department of Business Administration provides the academic background for students considering accounting as a career field. The knowledge, skills, and techniques learned are used by our graduates working for CPA firms, private industry, and not-for-profit organizations. As a result of the evolving nature of the accounting profession, the accounting program undergoes a constant review so that a balance of general business and advanced training in accounting is received by the student.

For those students wishing to sit for the CPA examination, new rules that take effect in the year 2000 will require 150-credit hours. Two programs are in place to meet that criterion which are obtaining a second major along with the accounting major or obtaining a dual degree, a BS and an MBA, within a 5 year period.

Requirements for Graduation:

To be eligible for graduation students must complete a

minimum of 123 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses and a 2.0 average in the Accounting Component Courses.

The required courses for the Accounting Major are:

General Education Required Courses

MAT120 Business Calculus

General Business Component Courses

*(Courses with an * fill general education requirements)*

ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
IFS105	Principles of Computer Information Systems
MKT200	Principles of Marketing
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
MGT250	Principles of Management+
QBA260	Business Statistics
FIN300	Managerial Finance I
BUS345	Business Law I
BUS346	Business Law II
BUS495	Business Policy+
QBA310/QBA320	Quantitative/Statistical Analysis

Any other courses approved by the Department

Accounting Component Courses

ACC300	Cost Accounting I
ACC305	Taxation I
ACC320	Intermediate Accounting I
ACC325	Intermediate Accounting II
ACC330	Intermediate Accounting III
ACC410	Auditing+
ACC420	Advanced Accounting I
Two of the following:	
ACC375	Cost Accounting II
ACC380	Advanced Micro Accounting
ACC395	Taxation II
ACC425	Advanced Accounting II

Free Electives - 4-6 credits

(Courses with a + designate writing/communications intensive courses.)

Accounting (suggested course schedule)

Freshman Year	Credits
Principles of Computer Information Systems	3
English Composition	6
Elementary Accounting	3
Foreign Culture	3
Mathematics (including Business Calculus)	6

Programs of Study

Physical Education	2
Behavioral & Social Sciences Electives	6
Humanities Elective	<u>3</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Elementary Accounting	3
Intermediate Accounting	3
Business Statistics	3
Physical Education	2
Principles of Economics	6
Laboratory Science	6
American Civilization	3
Speech	3
Principles of Management	3
Principles of Marketing	<u>3</u>
	35

<i>Junior Year</i>	<i>Credits</i>
Taxation I	3
Business Law	6
Managerial Finance I	3
Intermediate Accounting	6
Cost Accounting	3
Quantitative Elective	3
Foreign Culture	3
Humanities Elective	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Advanced Accounting	3
Auditing	3
Business Policy	3
Electives	6
Humanities Electives	3
Accounting Elective	6
Foreign Culture	<u>6</u>
	30

BACHELOR OF SCIENCE WITH A MAJOR IN BUSINESS EDUCATION

The Business Education major prepares teachers in business and office education subjects for employment in middle and high schools, vocational technical schools, and private business schools. Our program is certified by the Department of Education of the Commonwealth of Pennsylvania. A student who completes the program and is evaluated by the faculty as a competent beginning teacher will be recommended by the College for a teaching certificate which is granted by the Commonwealth of Pennsylvania. Specialized competencies must be developed by all students in the Office Technologies and at least one of the following certification areas: Accounting, Data Processing, Marketing, and Secretarial (shorthand).

Requirements for Graduation

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education

unless exempted. In addition to the 120 credits, students will be required to meet the following stipulations: a) 120 hours of observation/participation as approved by the Coordinator of Field Experience, b) 500 hours of experience in an office/business setting as approved by the Coordinator of Business Education, c) 2.5 cumulative grade point average in all courses prior to admittance to the professional semester, d) a grade of 2 in all specified education and business courses—at least six of these business courses must be taken at York College, and e) successful completion of the writing sample and reading/skill test or equivalent. Students who wish to be certified in a particular teaching area may be required by the Coordinator of Business Education to validate competency in required coursework which was completed in the distant past (about seven years prior to stating intent to be certified). The need for and the method of validation will be determined in consultation with the Coordinator prior to scheduling any additional coursework. Further clarification of these requirements are found in the Department of Education section of this catalog.

The required courses for the Business Education major are:

Education Courses

PSY100	General Psychology**
PSY360	Psychology of Learning* **
EE221	Introduction to American Education*
SE320	Computers in the Classroom*
EE402	Professional Orientation/School Law*
EE401	Instructional Media*
SE405	Direct/Observing Student Teaching*
SE412	Practicum in Student Teaching*
SE413	Teaching Exceptional/Multicultural*

General Business Component Courses

BOE165	Math of Business**
ECO200	Principles of Economics-Macro**
ECO201	Principles of Economics-Micro**
MKT200	Principles of Marketing
E220	Communication and Report Writing
BUS345	Business Law I

Office Technologies Certification Courses

IFS105	Principles of Computer Information Systems*
BOE184	Document Creation*
BOE186	Document Processing*
ACC210	Elementary Accounting I*
ACC215	Elementary Accounting II*
MGT250	Principles of Management*
BOE287	Office Procedures*
BOE372	Principles of Business Education*
BOE471	Teaching of Business Subjects*

Accounting Certification Courses

ACC320	Intermediate Accounting I*
	Accounting Elective*
	Free Elective

Programs of Study

Data Processing Certification Courses	
IFS150	Pascal Programming*
IFS305	Management Information Systems*
IFS440	Business Systems Analysis & Design*

Marketing Certification Courses	
MKT230	Retailing*
Marketing Elective*	
Free Elective	

Secretarial Certification	
BOE191	Shorthand I*
BOE192	Shorthand II*
BOE292	Office Simulations*

* Students must earn a 2 in these courses.

**These courses fulfill general education requirements.

Business Education

Secretarial, Accounting, Marketing, Data Processing and Office Technologies Concentrations¹
(suggested course schedule)

Freshman Year	Credits
English Composition	6
Mathematics (including Math of Bus)	6
American Civilization	3
Princ. of Computer Information Systems	3
Document Creation / Processing	6
² Shorthand	6
Physical Education	2
General Psychology	3
Humanities Elective	3

Sophomore Year	Credits
Principles of Management	3
Elementary Accounting	6
Laboratory Science	6
Principles of Marketing	3
Introduction to American Education	3
Foreign Culture	3
³ Office Simulations	3
⁴ Pascal Programming	3
Office Procedures	3
Physical Education	2

Junior Year	Credits
Speech	3
Psychology of Learning	3
Economics	6
Business Law	3
⁵ Intermediate Accounting I	3
Foreign Culture	6
⁴ Retailing	3
Principles of Business Education	3
³ Accounting Elective	3
⁵ Management Information Systems	3

Communication & Report Writing	3
* Secondary Reading & Writing Component	3

Senior Year	Credits
Foreign Culture	3
Computers in the Classroom	1
Humanities Elective	6
Teaching Business Subjects	3
4 Marketing Elective	3
Business Systems Analysis and Design	3
Professional Orientation & School Law	2
Professional Semester	<u>13</u>
Total Credits Required (minimum)	124

¹ Bus Ed. majors will elect Office Technologies and any one or more of the concentrations

² Required only of those students concentrating in the secretarial field

³ Required only of the accounting concentration

⁴ Required only of the marketing concentration

⁵ Required only of the data processing concentration

⁶ Successful completion of the Diagnostic Test, or SE356 or SE360 and successful completion of a writing sample.

BACHELOR OF SCIENCE WITH A MAJOR IN ECONOMICS AND FINANCE

The Economics and Finance major stresses analytical thinking, quantitative methods, and deductive reasoning. Problem solving is stressed through the use of model building and the evaluation of trade-offs. The Economics and Finance major prepares students for careers in financial planning and budgeting, banking, investment, risk management, or international finance and trade.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses and a 2.0 average in the Economics and Finance Component Courses.

The required courses for the Economics and Finance Major are:

General Education Required Courses	
MAT120	Business Calculus
SOC100	Introduction to Sociology

General Business Component Courses (Courses with an * fill general education requirements)	
IFS105	Principles of Computer Information Systems
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
MKT200	Principles of Marketing

Programs of Study

ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
MGT250	Principles of Management+
QBA260	Business Statistics
QBA320	Statistical Analysis

Economics and Finance Component Courses

FIN320	Investments
ECO310	Money and Banking+
FIN300	Managerial Finance I
ECO350	Intermediate Microeconomics
ECO400	International Economics
ECO450	Economics/Finance Seminar+
Three elective courses chosen from following:	
MGT330	Labor Relations
FIN350	International Finance
FIN410	Managerial Finance II
ECO490	Economics/Finance Internship I
ECO491	Economics/Finance Internship II
BUS498	Independent Study
BUS499	Independent Study
PS352	Introduction to Public Finance
G244	Economic Geography
H441	American Economic History
Any other courses approved by the Department	

Free Electives 13-15 credits

(Courses with a + designate writing/communications intensive courses.)

Economics and Finance (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	6
Laboratory Science	6
Foreign Culture	6
Humanities	3
Principles of CIS	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Management	3
Introduction to Sociology	3
Social I Behavioral Se. Elective	3
Speech	3
Elementary Accounting	6
Principles of Economics	6
Principles of Marketing	3
Statistics	3
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
American Civilization	3
Humanities	3
Foreign Culture	3

Statistical Analysis	3
Investments	3
Managerial Finance I	3
Intermediate Microeconomics	3
Money and Banking	3
Economics / Finance Elective	3
Free Elective	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Humanities	3
Foreign Cultures 3	
International Economics	3
Economics I Finance Electives	9
Economics I Finance Seminar	3
Free Electives	<u>12</u>
	30

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN GENERAL BUSINESS WITH A SELECTED BUSINESS MINOR

The Bachelor of Science Degree with a major in General Business allows a student to gain a broad-based background in business while specializing in one field of interest. This major is especially beneficial to the students who are planning on owning or operating a small business or are undecided on the field of business in which they wish to specialize.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses.

The required courses for the General Business Major with a Selected Business Minor are:

General Education Required Courses

MAT120	Business Calculus
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General Business Component Courses

(Courses with an * fill the general education requirements)

IFS105	Principles of Computer Information Systems
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
MKT200	Principles of Marketing
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II OR
ACC300	Cost Accounting I
MGT250	Principles of Management+
QBA260	Business Statistics
FIN300	Managerial Finance I
QBA310	Quantitative Analysis OR

Programs of Study

QBA320	Statistical Analysis
BUS345	Business Law I
MGT350	Operations Management+
BUS495	Business Policy+

Additional Business Electives

Courses required to complete one of the following selected minors:

Accounting
Economics
Entrepreneurial Studies
Human Resource Management
Information Systems
Management
Marketing
Operations Management
Retailing
Secretarial Studies

Sufficient business course electives to fulfill 21 credits in combination with the above minor. Students must take a minimum of three 300-level business courses and one 400-level business course within these 21 credits.

Free Electives - 7-9 credits

(Courses with a + designate writing/communication intensive courses.)

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN INFORMATICS

Students pursuing the Informatics major are required to complete an 18 credit hour minor as part of the curriculum and are encouraged to select a second major. The goal of the Informatics major is to prepare students to analyze information requirements, design system alternatives, manage information technology, and implement information systems in the context of the chosen minor.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses and a 2.0 average in the Informatics Component Courses.

The required courses for the Informatics Major are:

Informatics Component Courses

MAT120	Business Calculus
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Two of the selected introductory programming courses:

IFS150	Pascal Programming
IFS160	Visual BASIC Programming
IFS165	FORTRAN Programming
IFS207	COBOL Programming
IFS215	C Programming

One of the selected advanced programming courses:

IFS208	Advanced COBOL
IFS220	C++ Object Oriented Programming

IFS270	Data Structures (BEH260, QBA260, MAT250)
Statistics	
IFS275	Multimedia Information Technologies
IFS305	Management Information Systems+
IFS325	Networks & Distributed Processing
IFS440	Systems Analysis and Design+
IFS450	Operating Systems
IFS460	Data Base Management Systems+
IFS470	Selected Topics in Information Systems

(Courses with a + designate writing/communication intensive courses.)

Minor/Second Major Component Courses

Students may select an 18 credit hour minor or second major in consultation with their academic advisor. All courses outlined in the College Catalog for the selected minor must be taken.

Free Electives - 12 credits

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN INFORMATION SYSTEMS

The Bachelor of Science Degree with a Major in Information Systems is designed to prepare a student to enter the field of information systems management. This program of study combines course work in management, finance, accounting, marketing, and economics with a strong concentration in information systems courses. Thus the graduate will possess a strong business background with extensive work in the information systems area. The curriculum prepares the graduate to work on analysis and design teams to develop and implement effective systems solutions and ultimately manage information resources. Other job opportunities include telecommunications, networking, systems development, and maintenance in business and public sectors.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses and a 2.0 average in the Information Systems Component Courses.

The required courses for the Information Systems Major are:

General Education Required Courses	
MAT120	Business Calculus

General Business Component Courses

*(Courses with an * fill general education requirements)*

ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
MKT200	Principles of Marketing
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II OR
ACC300	Cost Accounting I
MGT250	Principles of Management+

Programs of Study

QBA260	Business Statistics
FIN300	Managerial Finance I
BUS345	Business Law I
MGT350	Operations Management+
BUS495	Business Policy+

Information Systems Component Courses

IFS150	Pascal Programming
IFS207	COBOL Programming
IFS208	Advanced COBOL Programming
IFS305	Management Information Systems+
IFS325	Networks & Distributed Processing
IFS440	Systems Analysis & Design+
IFS450	Computer Operating Systems
IFS460	Data Base Management Systems+
	Information Systems Elective

Free Electives - 7-9 credits

(Courses with an + designate writing/communication intensive courses.)

Information Systems (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Foreign Culture	6
Mathematics (including Business Calculus)	6
Social or Behavioral Science Electives	6
Humanities	3
*Pascal Programming or Visual Basic	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Economics	6
Elementary Accounting	6
Business Statistics 3	
Principles of Management	3
Laboratory Science	3
*COBOL, Adv. COBOL	6
Principles of Marketing	3
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Laboratory Science	3
Business Law I	3
Managerial Finance I	3
Management Info. Systems	3
Networks & Dist. Processing	3
Speech	3
Foreign Culture	3
Humanities	6
Free Elective	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Informational System Elective	3
Operations Management	3

Systems Analysis & Design	3
Computer Operating Systems	3
Data Base Management System	3
Business Policy	3
American Civilization	3
Foreign Culture	3
Free Electives	<u>6</u>
	30

* Only ONE computer language course may be taken in a semester.

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN INTERNATIONAL BUSINESS

The Bachelor of Science Degree in International Business is designed to meet the needs of the student planning a career in international business. The major utilizes general courses in the major functional areas of business, as well as courses specifically tailored to international business concerns. International business careers can be pursued by graduates with multi-national corporations at home and abroad, with domestic firms facing international competition in their home market, with organizations engaged in trading foreign currencies and securities, or with the large number of organizations that are involved with importing or exporting finished goods/components.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses and a 2.0 average in the International Business Component Courses.

The required courses for the International Business major are:

General Education Required Courses	
MAT120	Business Calculus
G244	Economic Geography
PS302	International Relations

General Business Component Courses

(Courses with an * fill general education requirements)

IFS105	Principles of Computer Information Systems
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
MKT200	Principles of Marketing
ACC210	Elementary Accounting I
MGT250	Principles of Management+
QBA260	Business Statistics
ACC300	Cost Accounting I
BUS345	Business Law I
FIN300	Managerial Finance I
QBA320	Statistical Analysis or
QBA310	Quantitative Analysis
BUS495	Business Policy+

Programs of Study

International Business Component Courses

IBS200	International Business
FIN350	International Finance
MGT375	International Management
MKT340	Logistics
MKT370	International Marketing+
ECO400	International Economics
IBS400	International Business Issues+
IBS485	Seminar in International Business

Free Electives - 7-9 credits

(Courses with a + designate writing/communication intensive courses.)

International Business (suggested course schedule)

Freshman Year	Credits
English Composition	6
Mathematics (including Business Calculus)	6
Laboratory Science	6
Foreign Culture*	6
Humanities	3
Principles of Computer Information Systems	3
Physical Education	<u>2</u>
	32

*International Business majors are strongly urged to complete two (2) foreign language courses to fulfill this requirement.

Sophomore Year	Credits
Introduction to International Business	3
Principles of Management	3
Principles of Marketing	3
Foreign Culture	3
Speech	3
Elementary Accounting I	3
Cost Accounting I	3
Business Statistics	3
Principles of Economics	6
Physical Education	<u>2</u>
	32

Junior Year	Credits
Quantitative or Statistical Analysis	3
Managerial Finance I	3
Business Law I	3
International Management	3
International Marketing	3
Logistics	3
Foreign Culture	3
Economic Geography	3
International Relations	3
American Civilization	<u>3</u>
	30

Senior Year	Credits
International Economics	3
International Finance	3
International Business Issues	3

Seminar in International Business	3
Business Policy	3
Humanities	6
Free Electives	<u>9</u>
	30

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN MANAGEMENT

Management is the process through which work is accomplished with and by the human resources in organizations. Broadly, it encompasses the major functions of setting organizational objectives and developing plans, organizing work, allocating resources, directing and leading others and evaluating the outcomes of managerial efforts. The courses offered in the Management area encompass all of these functions, and management majors will take at least a basic introductory course that covers each function. The Management Major allows students to choose a minor in Human Resource, Entrepreneurial Studies or Operations Management. Students who do not choose a minor may pursue courses within the Management area that fit their personal academic and career goals.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credit of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses and a 2.0 average in the Management Component Courses.

The required courses for the Management Major are:

General Education Required Courses

MAT120	Business Calculus
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General Business Component Courses

(Courses with an * fill general education requirements.)

IFS105	Principles of Computer Information Systems
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
MKT200	Principles of Marketing
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II OR
ACC300	Cost Accounting I
QBA260	Business Statistics
FIN300	Managerial Finance I
QBA310	Quantitative Analysis or
QBA320	Statistical Analysis
BUS345	Business Law I
BUS495	Business Policy+

Management Component Courses

MGT250	Principles of Management+
MGT320	Human Resource Management
MGT325	Organizational Behavior

Programs of Study

MGT350	Operations Management*+
MGT375	International Management
MGT440	Business, Government and Society+
Management Electives-3 courses	
Free Electives - 7-9 credits	

(Courses with a + designate writing/communication intensive courses.)

Management (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics (including Business Calculus)	6
Laboratory Science	6
Foreign Culture	6
Humanities Elective	3
Principles of Computer Information Systems	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Management	3
Social or Behavioral Science Electives	6
Speech	3
Elementary Accounting I	3
Elementary Accounting II or Cost Accounting	3
Business Statistics	3
Principles of Economics	6
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Business Law	3
American Civilization	3
International Management	3
Quantitative or Statistical Analysis	3
Operations Management	3
Human Resource Management	3
Humanities Elective	3
Organizational Behavior	3
Management Elective*	3
Foreign Culture	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Humanities Elective	3
Foreign Culture	3
Managerial Finance I	3
Business Policy	3
Business & Society	3
Management Electives	6
Free Electives	<u>9</u>
	30

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN MARKETING

The Bachelor of Science Degree with a Major in Marketing is designed to meet the needs of students planning a career in marketing. The wide range of marketing courses and electives

offered by the department mirrors the wide range of occupations open to the professional marketer. Businesses employ individuals with skills and expertise in marketing as advertising copywriters, advertising strategists, brand managers, global marketing strategists, logistics managers, market analysts, market researchers, merchandise managers, professional salespeople, retail buyers, retail store managers and sales managers.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business Component Courses and a 2.0 average in the Marketing Component Courses.

The required courses for the Marketing Major are:

General Education Required Courses

MAT120	Business Calculus
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General Business Component Courses

(Courses with an * fill general education requirements.)

IFS105	Principles of Information Systems
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
MGT250	Principles of Management+
QBA260	Business Statistics
FIN300	Managerial Finance I
QBA320	Statistical Analysis or
QBA310	Quantitative Analysis
BUS345	Business Law I
MGT350	Operations Management+
BUS495	Business Policy+

Marketing Component Courses

MKT200	Principles of Marketing
MKT370	International Marketing+
MKT450	Marketing Research
MKT475	Marketing Policies and Strategies+
Marketing Electives-4 courses	

Free Electives - 7-9 credits

(Courses with a + designate writing/communications intensive courses.)

Marketing (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
American Civilization	3
Foreign Culture	6
Mathematics (including Business Calculus)	6

Programs of Study

Humanities Elective	3
Behavioral or Social Sciences Electives	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Management	3
Principles of Economics	6
Elementary Accounting	6
Principles of Computer Information Systems	3
Speech	3
Principles of Marketing	3
Business Statistics	3
Laboratory Science	3
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Business Law	3
Marketing Electives	6
International Marketing	3
Laboratory Science	3
Quantitative or Statistical Analysis	3
Operations Management	3
Foreign Culture	6
Managerial Finance	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Marketing Research	3
Marketing Policies & Strategies	3
Business Policy	3
Marketing Electives*	6
Humanities Elective	6
Free Electives	<u>9</u>
	30

BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN OFFICE ADMINISTRATION

The Bachelor of Science Degree with a Major in Office Administration provides the opportunity for students to combine competency in office skills with a well-rounded background in general education and a sound understanding of business and economic concepts, principles, and procedures. With this background, the graduate can expect to qualify for such positions as administrative assistant, director or supervisor of office services, or executive assistant. Both government and industry provide interesting opportunities for graduates of the office administration program.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College. In addition, students must maintain a 2.0 average in the General Business

Component Courses and a 2.0 average in the Office Administration Component Courses.

The required courses for the Office Administration Major are:

General Education Required Courses

MAT120	Business Calculus
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General Business Component Courses

(Courses with an * fill general education requirements.)

IFS105	Principles of Information Systems
MKT200	Principles of Marketing
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
E220	Communication & Report Writing
MGT250	Principles of Management
QBA260	Business Statistics
FIN300	Managerial Finance I or
ACC300	Cost Accounting
BUS345	Business Law I

Office Administration Component Courses

BOE165	Business Mathematics
BOE184	Document Creation+
BOE287	Office Procedures
BOE291	Information Administration
BOE292	Office Simulation or
BOE298	Secretarial Practicum
MGT320	Human Resource Management
MGT325	Organizational Behavior
BOE350	Office Administration
BOE431	Seminar in Office Technology

(+ A grade of "2" or better is required.)

Free Electives - 7-9 Credits

Office Administration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
American Civilization	3
English Composition	6
Principles of Computer Information Systems	3
Document Creation/Typing	3
Humanities Elective	3
College Algebra	3
Social or Behavioral Science Electives	6
Business Mathematics	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Management	3
Business Calculus	3
Laboratory Science	3
Principles of Marketing	3

Programs of Study

Office Procedures	3
Office Simulations or Office Practicum	3
Elementary Accounting	6
Information Administration	3
Speech	<u>3</u>
	30

<i>Junior Year</i>	<i>Credits</i>
Laboratory Science	3
Economics	6
Communication & Report Writing	3
Business Statistics	3
Office Administration	3
Managerial Finance I or Cost Accounting I	3
Free Electives	3
Foreign Culture / Language	6
Physical Education	<u>2</u>
	32

<i>Senior Year</i>	<i>Credits</i>
Business Law I	3
Seminar in Office Technology	3
Humanities Elective	6
Organizational Behavior	3
Human Resource Management	3
Foreign Culture 1 Language	6
Free Electives	<u>6</u>
	30

ASSOCIATE OF SCIENCE DEGREE PROGRAMS:

Associate of Science Degree with a Major in Business Administration

The Associate of Science Degree with a Major in Business Administration provides the foundations needed for entry level positions in business and service organizations such as retail sales, office management, and customer service. This degree is often the first step toward a baccalaureate degree in business. Courses in this associate degree program fulfill many of the general business component courses in the baccalaureate programs offered by the Department of Business Administration.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 60 credits plus 2 credits of physical education unless exempt. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Business Administration Major are:

General Business Component Courses	
(Courses with an * fill general education requirements.)	
IFS105	Principles of Computer Information Systems

ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
MKT200	Principles of Marketing
MGT250	Principles of Management

Business Administration Component Courses

QBA260	Business Statistics
BUS345	Business Law I
	Business Elective
	Business Elective

(A Business Elective is any course offered in the Department of Business Administration with the following prefixes—ACC, BOE, BUS, ECO, FIN, IBS, IFS, MGT, MKT and QBA. Before enrolling in a course as a business elective students must meet the prerequisites and conditions of the course as outlined in the course description.)

Free Electives - 9 credits

Business Administration (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	3
Mathematics or Laboratory Science	3
Principles of Marketing	3
Principles of Computer Information Systems	3
Humanities Elective	3
*Free Electives	9
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
Principles of Economics	6
Elementary Accounting	6
Principles of Management	3
Business Statistics	3
Business Law I	3
Business Elective	<u>6</u>
	30

* For students planning to transfer or to continue in a four-year program, these electives should be taken in the social/behavioral sciences, humanities or foreign culture/language areas.

Associate of Science Degree with a Major in Computer Programming

The Associate of Science Degree with a Major in Computer Programming is a program of study that provides a foundation in programming and data structures along with basic business and general education course work. This degree leads to employment in the areas of computer operations and entry level programming.

Programs of Study

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 60 credits plus 2 credits of physical education unless exempt. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Computer Programming Major are:

General Business Component Courses

*(Courses with an * fill general education requirements.)*

IFS105	Principles of Computer Information Systems
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
MKT200	Principles of Marketing
MGT250	Principles of Management

Computer Programming Component Courses

IFS150	Pascal Programming
IFS207	COBOL Programming
IFS208	Advanced COBOL Programming
IFS270	Data Structures

(Only one programming course may be taken per semester)

Free Electives - 9 credits

Computer Programming (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
Principles of Computer Information Systems	3
*Pascal Programming	3
Humanities Elective	3
English Composition	6
Mathematics	3
Mathematics or Laboratory Science	3
Principles of Marketing	3
Elementary Accounting	6
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
*COBOL Programming	3
*Advanced COBOL Programming	3
Speech	3
Principles of Economics	6
Data Structures and Algorithms	3
Principles of Management	3
Free Electives	9
Physical Education	<u>1</u>
	31

** Only ONE computer language course may be taken in a semester.*

Associate of Science Degree with a Major in Legal Office Support

The Legal Office Support major provides students the office support skills for careers in a variety of legal settings such as private law practices, court house offices, and state and local government offices.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 60 credits plus 2 credits of physical education unless exempt. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Legal Office Support Major are:

General Education Required Courses

BOE165	Math of Business
ACC210	Elementary Accounting I
PSY100	General Psychology

Legal Office Support Component Courses

IFS105	Principles of Computer Information Systems
BOE184	Document Creation*
BOE186	Document Processing*
MGT250	Principles of Management
BOE287	Office Procedures
BOE291	Information Administration
BOE292	Office Simulation or
BOE297	Office Practicum I
BUS345	Business Law I
BUS346	Business Law II
PC115	Citizen and Court

Free Electives - 6 credits

*(A grade of 2 is required in the courses with an *.)*

Legal Office Support (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Social and/or Behavioral Sciences Electives	3
General Psychology	3
Mathematics of Business	3
Principles of Computer Information Systems	3
Free Electives	3
Document Creation/Processing	6
Citizen and the Court	<u>3</u>
	30

<i>Sophomore Year</i>	<i>Credits</i>
Free Electives	3
Speech	3
Elementary Accounting I**	3
Office Procedures	3

Programs of Study

Humanities Elective	3
Office Simulations or Office Practicum	3
Information Administration	3
Principles of Management	3
Business Law	6
Physical Education	<u>2</u>
	32

Associate of Science Degree with a Major in Medical Office Assistant

The Medical Office Assistant major provides the opportunity for the student to prepare for a professional career in a variety of health care settings. Supervised work experience at selected facilities provides the "hands-on" experience, practice and confidence necessary for success in the fast-paced setting of a medical facility.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 77 credits plus 2 credits of physical education unless exempt. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Medical Office Assistant Major are:

General Education Required Courses

BOE165	Math of Business
ACC210	Elementary Accounting I
P345	Ethics in Health Care
PSY100	General Psychology

Medical Office Component Courses

IFS105	Principles of Computer Information Systems
L181	Elementary Spanish I
BOE184	Document Creation*
BOE186	Document Processing
E220	Communication & Report Writing or
CM328	Communication Strategies
BOE287	Office Procedures*
BOE291	Information Administration or
HR313	Health Record Science
BOE292	Office Simulation*
BOE350	Office Administration
BOE298	Office Practicum

Medical Assistant Component Courses

BS100	Fundamentals of Biology
BS212	Anatomy and Physiology I
BS213	Anatomy and Physiology II
HR215	Medical Terminology
EE307	Emergency First-Aid/CPR
HR413	Health Classifications, Indexes
HR417	Legal Concepts Health Field

(A grade of 2 is required in the courses with an *.)

Medical Office Assistant (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Biology	3
Document Creation/Processing	6
Math of Business**	3
Medical Terminology	3
Prin. of Computer Information Systems	3
Elementary Accounting I**	3
General Psychology	3
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Information Administration	3
Anatomy and Physiology	8
Spanish	3
Office Procedures	3
Speech	3
Office Simulations	3
Office Administration	3
Communication & Report Writing	3
Emergency First Aid	3
Physical Education	<u>1</u>
	33

<i>Fifth Semester</i>	<i>Credits</i>
Office Practicum	3
Legal Concepts for Health Field	3
Health Classification/Indexes	3
Ethics in Health Care	3
Social/Behavioral Science Elective	<u>3</u>
	15

**In this curriculum Accounting and Business Math will fulfill the Math core requirements.

Associate of Science Degree with a Major in Office Support

The Office Support major provides the opportunity for students to gain competency in the office support skills that are necessary for professional offices, industry, and service organizations to function efficiently.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 60 credits plus 2 credits of physical education unless exempt. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Office Support Major are:

General Education Required Courses

BOE165	Math of Business
ACC210	Elementary Accounting I
PSY100	General Psychology

Programs of Study

Office Support Component Courses

IFS105	Principles of Computer Information Systems
BOE184	Document Creation*
BOE186	Document Processing*
E220	Communication & Report Writings
MGT250	Principles of Management
BOE287	Office Procedures*
BOE291	Information Administration
BOE297	Office Practicum I
BOE298	Office Practicum II
BOE350	Office Administration
MGT320	Human Resource Management

(A grade of 2 is required in the courses with an *.)

Office Support (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
General Psychology	3
Social and/or Behavioral Sciences Electives	3
Mathematics of Business**	3
Principles of Computer Information Systems	3
Humanities	6
Document Creation/Processing	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Management	3
Information Administration	3
Elementary Accounting I**	3
Speech	3
Office Practicum	6
Office Procedures	3
Communication & Report Writing	3
Human Resource Management	3
Office Administration	<u>3</u>
	Minimum 30

Associate of Science Degree with a Major in Retailing

The Associate of Science Degree in Retailing is designed to meet the needs of the student planning a career in supervisory retailing. The retailing program makes use of a wide range of business courses as well as some very specialized retailing courses. Examples of supervisory positions with a retailer would include department managers, assistant store managers, branch or outlet managers and assistant buyers.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 60 credits plus 2 credits of physical education unless exempt. Students must earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Retailing Major are:

General Business Component Courses

(Courses with a * fill general education requirements.)

IFS105	Principles of Computer Information Systems
ECO200	Principles of Economics-Macro*
ECO201	Principles of Economics-Micro*
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
MKT200	Principles of Marketing
MGT250	Principles of Management

Retailing Component Courses

MKT220	Personal Selling
MKT230	Retailing
MKT310	Fashion Merchandising
MKT320	Retail Buying & Merchandising

Free Electives - 9 credits

Retailing (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Elementary Accounting	6
Principles of Computer Information Systems	3
Principles of Marketing	3
Humanities Elective	3
Mathematics	3
Mathematics or Laboratory Science	3
Elective	3
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Economics	6
Principles of Management	3
Retailing	3
Retail Buying	3
Personal Selling	3
Fashion Marketing	3
Speech	3
Elective	6
Physical Education	<u>1</u>
	31

DEPARTMENTAL MINORS

Minor in Accounting

The minor in Accounting provides students with a theoretical understanding of accounting. This background is useful for students majoring in related fields such as Economics and Finance, Informatics or General Business.

Programs of Study

Requirements of the Accounting Minor: (18 credits)

ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
ACC320	Intermediate Accounting I
ACC325	Intermediate Accounting II
Two Accounting Electives	

Minor in Banking and Finance

The minor in Banking and Finance provides the student with some specialization in the area of financial services. This growing service area includes careers in banking, brokerage firms, investments, and insurance.

Requirements of the Banking and Finance Minor: (18 credits)

ECO200	Principles of Economics-Macro
ECO201	Principles of Economics-Micro
FIN300	Managerial Finance I
ECO310	Money and Banking
One course selected from the following:	
FIN320	Investments
FIN410	Managerial Finance II

Minor in Economics

The Economics Minor provides students with the ability to analyze a broad range of socioeconomic phenomena and policy. Regulation, environmental protection, economic growth and development, the distribution of income, inflation, and the level of employment are the stock in trade of economics. Economics contains the theoretical core for business finance, accounting, and marketing and provides a solid foundation for postgraduate work in business administration and law.

Requirements of the Economics Minor: (18 credits)

ECO200	Principles of Economics-Macro
ECO201	Principles of Economics-Micro
ECO310	Money and Banking
ECO400	International Economics
PS352	Introduction to Public Finance
H441	American Economic History

Minor in Entrepreneurial Studies

The minor in Entrepreneurship focuses on topics such as innovation, change, the development of new business firms and formulating new business plans. Students planning to pursue careers in small business whether it is a family-owned business or a new venture will find this minor beneficial.

Requirements of the Entrepreneurial Studies Minor: (18 credits)

MKT200	Principles of Marketing
MGT250	Principles of Management
BUS320	Entrepreneurship
BUS340	Small Business Ventures

Two courses chosen from the following:

MGT380	Leadership and Change in Organizations
MKT380	Sales Management
BUS346	Business Law II
BUS490	Business Internship
BUS498	Independent Study

Minor in Human Resource Management

The Human Resource Minor emphasizes the skills and abilities needed by professionals who work in human resource or personnel units of organizations. Topics covered in these courses include recruitment, selection and training of human resources, employment law and labor relations. (A student declaring a Human Resource Minor may not also declare a Management Minor.)

Requirements of the Human Resource Minor: (15 credits)

MGT250	Principles of Management
MGT320	Human Resource Management
Three courses chosen from the following:	
MGT325	Organizational Behavior
MGT330	Labor Relations
MGT335	Employment Law
MGT435	Recruitment/Selection of Human Resources
MGT430	Compensation Administration

Minor in Information Systems

The Minor in Information Systems provides a foundation in programming and data structures which along with the chosen major enables a student to pursue entry-level information systems career opportunities in specialized fields of expertise.

Requirements of the Information Systems Minor: (15 credits)

IFS105	Principles of Computer Information Systems
IFS150	Pascal Programming
IFS207	COBOL Programming
Two courses selected from the following:	
IFS208	Advanced COBOL Programming*
IFS325	Networks & Distributed Processing
IFS305	Management Information Systems*

*(The courses marked with a * are recommended for business majors.)*

Minor in International Business

The minor in International Business is designed to benefit students planning a career with organizations involved in international transactions. Business knowledge can be developed in a variety of areas to reflect possible career choices in international management, marketing, finance, planning and logistics. Cultural knowledge can be gained through a variety of foreign culture course offerings.

Programs of Study

Requirements for International Business Minor: (15 credits)

IBS200	International Business
Four courses from the following:	
MKT340	Logistics
MKT370	International Marketing
MKT375	International Management
FIN350	International Finance
IBS400	International Business Issues
IBS485	Seminar in International Business

Minor in Management

The Minor in Management affords students the flexibility to tailor their management course work to fit their chosen career goals. For example, students can choose a course from each facet of management such as operations, human resource/labor relations, and small business or can choose two courses in operations and two courses in small business venture. The minor along with the chosen major enables a student to pursue management career opportunities in specialized fields. (A student declaring a Management Minor may not also declare a Human Resource or Operations Minor.)

Requirements of Management Minor: (15 credits)

MGT250	Principles of Management
Four courses chosen from the following:	
IFS305	Management Information Systems
BUS320	Entrepreneurship
MGT320	Human Resource Management
MGT325	Organizational Behavior
MGT330	Labor Relations
MKT340	Logistics
BUS340	Small Business Ventures
BUS346	Business Law II
MGT350	Operations Management
MGT360	Inventory Management
MGT365	Purchasing Management
MGT375	International Management
MKT380	Sales Management
MGT380	Leadership and Change in Organizations

Minor in Marketing

The Marketing Minor is designed to be of benefit to students planning a career in marketing. Since the opportunities in marketing are so broad, the requirements for the minor are designed to give the student as much flexibility as possible. The marketing minor would be especially beneficial to individuals planning to seek positions as advertising copywriters, advertising strategists, brand managers, global marketing strategists, logistics managers, market analysts, market researchers, professional salespeople, public relations specialists and sales managers.

Requirements of the Marketing Minor: (18 credits)

MKT200	Principles of Marketing
MKT350	Business Marketing

MKT360	Consumer Behavior
One course chosen from the following:	
MKT220	Personal Selling
MKT230	Retailing
MKT310	Fashion Marketing
MKT320	Retail Buying/Merchandising
MKT330	Advertising
MKT340	Logistics
MKT370	International Marketing
MKT380	Sales Management
MKT390	Advanced Advertising
MKT450	Marketing Research
MKT475	Marketing Policy & Strategy
MKT490	Marketing Internship

Business Elective

(A Business Elective is any course offered in the Department of Business Administration with the following prefixes – ACC, BOE, BUS, ECO, FIN, IBS, IFS, MGT, MKT and QBA. Before enrolling in a course as a business elective students must meet the prerequisites and conditions of the course as outlined in the course description.)

Minor in Office Support

The Office Support minor is designed to give students the basic skills necessary for an entry-level position into an office setting.

Requirements for the Office Support Minor:

IFS105	Principles of Computer Information Systems
BOE184	Document Creation
BOE287	Office Procedures
BOE291	Information Administration
BOE292	Office Simulation

Minor in Operations Management

In the Operations Minor, students study the transformation process where inputs and the efforts of human resources combine to create a product or service. Here, topics of importance include advanced operations, inventory management, purchasing and logistics. The Operations Minor prepares students for entry-level positions as a production planner, buyer, or inventory analyst.

Requirements for Operations Management Minor: (15 credits)

MGT250	Principles of Management
MGT 350	Operations Management
Three courses chosen from the following:	
BUS340	Small Business Ventures
MKT353	Logistics
MGT360	Inventory Management
MGT 365	Purchasing Management
MGT460	Advanced Operations
MGT490	Management Internship
MGT498	Independent Study

Programs of Study

Minor in Retailing

The minor in retailing is designed to be of benefit to students planning a career in retailing. Retailing careers fall into two broad areas. The first is operations which would include department management, store management and district management. The other area of retailing is merchandising which would include merchandise buying, merchandise display and merchandise planning.

Requirements for Retailing Minor: (15 credits)

MKT200	Principles of Marketing
MKT230	Retailing
MKT310	Fashion Marketing
MKT320	Retail Buying & Merchandising
One course chosen from the following:	
MKT220	Personal Selling
MKT330	Advertising
MKT360	Consumer Behavior

DEPARTMENT OF EDUCATION

(Teacher Preparation and Physical Education)

TEACHER PREPARATION

Vision Statement

Transforming the Future
by Inspiring
Excellence in Education

MISSION STATEMENT

As Professional Educators devoted to the preparation of future teachers, our mission encompasses the following:

- To:
- Develop critical thinking in our students
 - Educate students to be keen decision makers
 - Educate students who are highly skilled in the principles of human growth and development
 - Encourage students to be receptive to change and innovation
 - Create strategy-based educators – able to empower learners with the requisite knowledge, skills, and attitudes to become life-long learners
 - Educate future teachers who are committed to their own life-long learning

The Department of Education believes that the quintessential challenge of today and the coming years is the quality preparation of candidates for the teaching profession. Accordingly, it offers a baccalaureate degree in Elementary

Education (K-6) and several secondary programs (7-12) in concert with other academic departments. Secondary certification options include: Biology, Business Education (Accounting, Data Processing, Marketing, Office Technology, and Secretarial), Communication, English, General Science, Mathematics, Music Education, and Social Studies. Certification programs are also available for those already holding an undergraduate or graduate degree. Additionally, non-certification programs are provided for those interested in Early Childhood and careers other than basic education (K-12) classroom teaching.

BACCALAUREATE DEGREE PROGRAMS:

Bachelor of Science in Elementary Education

Bachelor of Arts in Secondary Education

(Communication, English, Music Education,
Social Studies)

Bachelor of Science in Secondary Education

(Biology, Business Education, General Science,
Mathematics)

Non-Degree Certificate for Early Childhood Education

This program is designed for individuals who are presently working or interested in working with preschool children. It is structured to provide and/or improve the knowledge and skills of people working in day care centers, nursery schools and other preschool institutions. Courses taken for the certificate are approved college level courses and are acceptable for continued academic work. Completion of this program should not be equated to state certification in Early Childhood Education at the baccalaureate level.

Certification for Individuals Possessing an Undergraduate or Graduate Degree

Please contact the Department of Education for further details.

Program Principles.

Teachers will play an increasingly central role in the social and cognitive development of youth. Accordingly, we believe that these professionals must serve as intellectual and personal models to their students. It is in this spirit that the Teacher Education Program commits itself to the following Principles of Effective Teaching:

1. Effective teaching demands a dedication to learning and development.
2. Effective teaching requires an understanding of how learning occurs and the interpretation of student needs to assure continuous progress in learning.
3. Effective teaching is an on-going process of assessing needs, planning instruction and evaluating results.
4. Effective teaching requires the utilization and integration of knowledge derived from many academic areas.
5. Effective teaching requires teachers who are intellectual and personal models for students.

Programs of Study

General Objectives.

The prospective teacher will:

1. Demonstrate effective communication skills in oral, written, and nonverbal behavior.
2. Demonstrate a knowledge of human development and its implications for the teaching-learning situation.
3. Be able to define the roles and responsibilities of teachers and other school staff members.
4. Be able to describe the American educational system with respect to its historical, sociological, and philosophical foundations as well as its functions in today's society.
5. Demonstrate an acceptable degree of skill in applying educational principles in an instructional setting.
6. Demonstrate the characteristics of a professional.
7. Acquire a broad understanding of at least one defined field of knowledge supported by a background in general education.

Admission, Advancement, and Retention in Teacher Education.

The Teacher Education Program at York College reflects the research and practice which have been identified as fostering excellence in teaching. We strive to advance only the highest caliber of teacher candidates at each level of the preparatory program. The minimum grade point average required of our students in order to advance to the professional semester reflects our belief that teachers must serve as intellectual models to their students. In addition to a demonstrated level of intellectual competence, we consider certain attributes to be associated with the caliber of teacher we desire to graduate from our program. (See section "Advancement to Professional Semester".)

A. Admission to Degree Program.

Elementary Education and Secondary Certification students must meet the general admission requirements of the College. Admission to the Education Program does not guarantee advancement to candidacy status in the Teacher Education Program nor to the Professional Semester, which includes the student teaching internship.

Freshmen normally schedule "core" classes and not education courses; with the exception of EE221, Introduction to American Education, and early field placement as an observer or tutor, freshmen do not normally schedule coursework in the professional education block (designated by an EE or SE prefix).

At the time of admission to the college, students indicate their choice of major and are assigned a faculty advisor. Elementary teacher candidates are primarily advised by education faculty and secondary teacher candidates by the appropriate coordinator or designate in the academic major of their certification major.

B. Advancement to Candidacy Status.

Application for candidacy status of the Teacher Education Program is made after satisfactory completion of 45 credit hours. Screening of applicants for candidacy will be based upon the following criteria:

1. An overall G.P.A. of 2.0, or better, and progressing toward 2.5 needed for the Professional Semester.
2. Successful completion of E101, E102, CM204, and EE221 with a minimum grade of C in each course.
3. Acceptable performance on the Department of Education Writing Sample. (This includes all entering freshmen and transfer students.)
4. Evidence of successful completion of 30 hours of Observation/Participation must be provided by the applicant via presenting the appropriate copies of the Attendance and Evaluation Forms.

Field Requirement: Observation/Participation

The importance of being in the "real" classroom prior to student teaching is brought to fruition through the opportunities given by the Observation/ Participation Program. Specifically, there is a mandatory in-school experience required of all those who seek teacher certification. Each candidate is to accumulate a minimum of one-hundred twenty hours (120 hours) of observation/participation time. This primarily entails working with students in a classroom setting as an instructional assistant, or minimally, as an observer. In this setting, students are encouraged to become actively involved in the teaching process. Each candidate is expected to have had four such experiences prior to the Professional Semester. Three of these four settings must be in a public school classroom environment and at least one of these in an urban school.

C. Retention in the Program.

Retention in the program is based upon the following criteria:

1. An overall GPA of 2.0 or better progressing toward 2.5 needed for the Professional Semester.
2. Compliance with, and successful progression toward, completion of Observation/ Participation requirements (as specifically outlined in the Observation/Participation Handbook.)
3. Possession of the personal and professional attributes which are consistent with effective teaching.
4. Compliance with the Academic Honesty Policy of York College. Violation of this policy will result in dismissal from the program.

D. Advancement to the Professional Semester.

At the completion of 75-80 credit hours, students are required to apply for the Professional Semester by submitting a completed Application for Permission to Enroll in the Professional Semester. At the time of submittal of this application, students must have a G.P.A. of 2.45 progressing toward 2.5, and have completed a minimum of 60 hours of Observation/Participation. In the semester prior to the academic term of the Professional Semester, the student will be interviewed by the Coordinator of Field Experiences. Applicants' records are reviewed and approved by the Department.

4. Programs of Study

Qualification for placement as a Student Teaching intern is based upon the following criteria:

1. A minimum G.P.A. of 2.5 in YCP classes.
2. Successful completion of 120 hours of Observation/Participation.
3. Successful completion of all professional courses as designated on departmental checklists. (All EE and SE courses, English and Speech, PSY320, PSY360, MU273, A274, Science and Math, Literature and cognate courses must be completed with a grade of "C" (2) or better. Literature may not be taken on a Pass/Fail basis.)
4. Affirmation by the Departmental Approval Committee, based upon 1-3 above, and demonstration of the requisite professional and personal attributes consistent with effective classroom teachers. The latter consists of:

Competence in written and oral expression
Professional attitude
Personal enthusiasm
Ethical, moral character
Personal organization
Ability to meet deadlines
Good interpersonal skills
Ability to accept and profit from constructive criticism
Personal maturity
Use of prudent judgement
Class attendance
Demonstrated interest in educational activities (special events, S.E.A., etc.)

A review process exists for students who wish to appeal a decision made by the Departmental Approval Committee and is detailed in the Handbook for Teacher Certification Students.

(Note: Students who have not removed deficiencies in their professional or academic specialization courses, and those who are on academic probation, cannot be granted permission to enroll in the Professional Semester.)

E. The Professional Semester.

The Professional Semester consists of a block of three courses and the student teaching internship. Two of the three courses are completed within a three-week period; the third (Student Teaching Practicum) continues throughout the semester. Student teaching begins the fourth week of the professional semester and continues to the end of the academic term. There is a stipulation that students take no coursework other than Student Teaching Practicum during this period of time. It is strongly recommended that students do not hold employment or participate in extracurricular activities during the Professional Semester.

Student Teaching: The College endeavors to make suitable arrangements for students admitted to the Professional Semesters. It cannot guarantee assignments.

It should be noted that student teachers adhere to the district calendar, policies, and practices adopted by the school to which they are assigned. (As a matter of information, York College provides liability insurance for its student teachers.)

F. Graduation Requirements for Teacher Education Programs.

Students must meet all of the graduation requirements set by the College and by the certification area in which they are enrolled.

Certification Requirements.

- A. Students who wish Pennsylvania certification must submit an application to the York College Department of Education for Pennsylvania certification. Specified deadlines must be observed.
- B. Teacher candidates must meet all requirements set by the Pennsylvania Department of Education. These include:
 1. Successful completion of Baccalaureate Degree.
 2. Successful completion of the National Teachers Examination.
 3. Successful completion of YCP Teacher Certification Program, including 12-week student teaching internship.
- C. Students who desire a specific out-of-state certification must contact the appropriate State Department of Education for information.

Teacher Certification Placement Service.

Bona fide teacher education students register with the Counseling and Career Services Office to establish referral credentials and avail themselves of career-oriented workshops.

Policy for Transfer Students.

If students wish to transfer into the Teacher Education Program from either another college/university, or from another program within York College, they must submit a letter of interest, transcript, have earned a minimum cumulative grade point average of 2.5, and submit one written letter of recommendation from the school or program from which they are transferring. Once the above requirements have been met, the students will be conditionally accepted as matriculated Education students for two semesters. Prior to, or during, the second semester of conditional acceptance, the students must also meet the following criteria:

- A. Acceptable performance on the Department of Education Writing Sample.
- B. Satisfactory completion of 30 hours of Observation/Participation. Evidence must be provided via use of Attendance and Evaluation Forms containing the signature or initials of the Coordinator of Field Experiences.
- C. A meeting with the assigned faculty advisor to review all criteria so as to establish that these have been successfully met in order to continue in the program.
- D. Compliance with the regulations listed in the RETENTION IN THE PROGRAM section.

Programs of Study

If students meet all of the above requirements under conditional status, they will be accepted into the Teacher Education Program as a candidate. These individuals must continue to comply with the RETENTION, ADVANCEMENT, GRADUATION and CERTIFICATION requirements for completion of the Teacher Education Program. If any individuals do not meet these requirements, they will be dismissed from the Teacher Education Program.

Education Degree without Certification.

Teacher Certification may be achieved through the successful acquisition of a Baccalaureate Degree in Elementary Education or, for secondary candidates, completing a baccalaureate in a designated major with an "education core" (See "Secondary Education"). A Baccalaureate degree may be obtained without certification by those individuals who have expressed interest in the broader concept of "education" (as it refers to related careers and interests) but who do not desire work in a public school classroom setting. Reflective of this option, students would elect to schedule Independent Study in Education (EE/SE405). This experience would be tailored to meet the personal and career goals of the individuals. Accordingly, the experience might include a combination of coursework and research activity that respond to the student's particular needs. Those electing, or being recommended for, this option may seek career paths which include work experiences dealing with people and education in a variety of settings other than the classroom. Examples of career paths served by this non-certification degree are: positions involving training and development in a variety of businesses and corporations; educational specialists within social services or governmental agencies; administrators of community agencies; careers in public relations and banking; and youth organizations.

PROGRAMS OF STUDY

EDUCATION: ELEMENTARY EDUCATION

Bachelor of Science Degree

In addition to course work, students seeking certification in Elementary Education will be required to have 120 hours of Observation/Participation prior to the Professional Semester and meet specific requirements as noted in The Handbook for Teacher Certification Students.

(suggested course sequence)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Western Civilization	6
College Algebra	3
Math for Elementary Education	3
General Psychology	3
Intro. to Sociology	3
Intro. to American Ed.	3
Foreign Culture Elective	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Field Natural History (some options)	3
Development Psychology	3
Teaching Language Arts	3
Teaching Math in Elementary School	3
Foundations of Reading ¹	3
Diagnostic & Remedial Reading ¹	3
Intro. to Geography	3
Intro. to Speech	3
Electives	2
Physical Ed & Recreational Activities	2
Area of Concentration ³	<u>3</u>
	31

<i>Junior Year</i>	<i>Credits</i>
Psychology of Learning	3
Teaching Science/Health Elem. School	3
Teaching Social Studies Elem. School	3
Physical Science (some options)	3
American Civilization	3
Foreign Culture	3
Area of Concentration ³	6
Art Education for Elem. Teachers	3
Educational Experiences in Music	3
Computers in the Classroom	<u>1</u>
	31

<i>Senior Year</i>	<i>Credits</i>
Literature	3
Area of Concentration ³	3
Electives	9
Professional Orientation & School Law ²	<u>2</u>
	17

THE PROFESSIONAL SEMESTER (A 2.5 GPA, or greater, required)

Instructional Media	2
Teaching Exceptional/Multicultural Students	2
Practicum in Student Teaching	1
Student Teaching	<u>8</u>
	13
	30

NOTATIONS:

¹ Foundations of Reading must be taken before Diag. and Remedial Reading.

² Prof. Orient. & School Law must be taken the semester prior to the Professional Semester.

³ Elementary Education majors elect one concentration area from the following options: Art, Language Arts, Foreign Language, Mathematics, Music, Reading, Science, Special Education, or Social Studies (refer to Required Courses Section for specific course selections).

EDUCATION - SECONDARY

Bachelor of Science Degree

Bachelor of Arts Degree

The student seeking certification in Secondary Education must major in Biology, Business Education, Communications, English, General Science, Mathematics, Music Education, or Social Studies. Additionally, 120 hours of Observation/

Programs of Study

Participation will be required prior to the Professional Semester as well as other specific required as included in The Handbook for Teacher Certification Students.

(suggested course sequence)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Western Civilization ¹	6
Mathematics	6
General Psychology	3
Intro. to Sociology	3
Foreign Culture Electives ²	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Intro. to Speech	3
Intro. to American Education	3
Psychology of Learning	3
Laboratory Science Electives	6-8
Free Electives	3-5
Physical Education	2
Area of Specialization ³	<u>9</u>
	31

<i>Junior Year</i>	<i>Credits</i>
Secondary School Experience	3
Secondary Teaching Strategies	3
American Civilization	3
Area of Specialization ³	21
Computers in the Classroom	<u>1</u>
	31

Secondary Reading Component ⁴

<i>Senior Year</i>	<i>Credits</i>
Area of Specialization ³	3
Humanities Electives	9
Electives	3
Professional Orientation & School Law ⁵	<u>2</u>
	17

THE PROFESSIONAL SEMESTER (A 2.5 GPA, or greater, required)

Instructional Media	2
Teaching Exceptional/Multicultural Students	2
Practicum in Student Teaching	1
Student Teaching	<u>8</u>
	13
	30

NOTATIONS:

¹ 3 to 6 credit hours are required specific to the major.

² Social Studies majors must take 4 Intercultural Studies courses and a theme area of 12 credits.

³ Refer to Required Courses Section for Area of Specialization specific course selections.

⁴ Successful completion of the Diagnostic Test, or SE356, or SE360.

⁵ Prof. Orient. & School Law must be taken the semester prior to the Professional Semester.

Bachelor of Science Degree in Elementary Education (120 credits [plus 4 P.E.]

Required Courses: In addition to the General Education Requirements, the following courses are mandatory. Please review all notations at the end of this program of study listing):

E101	English Composition I ^{1,2}
E102	English Composition II ^{1,2}
CM204	Introduction to Speech ^{1,2}
MAT190	Mathematics for Elementary Education ^{1,2}
MAT105	College Algebra ^{1,2,5}
BS101	Field Natural History ^{1,2} OR
BS102	Field Biology ^{1,2}
	Any Physical Science ^{1,2}

(Recommended: ES111 Earth/Space Science **OR** PSC111 or PSC112 Physical Science ^{1,2})

A374	Art Education for Elementary Teachers ^{1,2,4}
	Literature Elective ^{1,2} (3 credits)
MU273	Educational Experience in Music ^{1,2,4}
G243	Introduction to Geography ¹
PSY100	General Psychology ¹
SOC100	Introduction to Sociology ¹
PSY320	Developmental Psychology ^{1,2}
H121	History of Western Civilization I ¹
H122	History of Western Civilization II ¹
	Foreign Culture Electives ¹ (6 credits from Foreign Culture options)
H221	History of American Civilization I ¹ OR
H222	History of American Civilization II ¹
EE310	Physical Education and Recreational Activities ^{1,2}
PE134	Concepts of Physical Activity and Wellness ¹
	Physical Activity Elective ¹ (1 credit)
	Free Electives ¹ (11 credits)

Cognate:

In addition, students select a Cognate Area from one of the following areas requiring a minimum of 12 credits:

Art:

A101	Introduction to Art Appreciation ² OR
A203	History of Art ²
A107	Design I ²
A207	Drawing I ²
	Art Elective ² (A317 Painting I is recommended)

Foreign Language²:

12 credits total, at least 6 credits at intermediate level

Language Arts

CM206	Communication Theory ² OR
CM304	Group Discussion ²
E256	History of the English Language ² OR
E320	Linguistics ²
E254	Introduction to Theatre ² OR
CM311	Mass Media ²
E271	Journalism ² OR

Programs of Study

E310 Creative Writing ² OR
E315 Advanced Composition ²

EE402 Professional Orientation and School Law^{2,3}
PSY360 Psychology of Learning ²

Mathematics:

MAT280 Math Structures ²
MAT290 Math for Elementary Education II ²
And two of the following:
MAT120 Business Calculus ²
MAT125 College Trigonometry ²
MAT250 Statistics ²
MAT260 Elementary Linear Algebra²
MAT340 Introduction Geometry²
MAT390 History of Mathematics²

Music:

MU150 Music Fundamentals²
MU260 Music Appreciation²
And 9 credits assigned by Music Department Chair²

Reading:

EE207 Literacy Development ² OR
SE356 Reading in the Content Areas²
EE313 Psychology of Reading²
EE314 Current Issues in Reading²
EE409 Internship in Reading ²

Science:

Any 12 credits in Science may be taken ²

Social Studies:

PS141 American Government² OR
PS301 Comparative Government²
ECO200 Principles of Economics - Macro ² OR
ECO201 Principles of Economics - Micro ²
(ECO200 is recommended)
ANT210 Physical Anthropology ² OR
ANT220 Cultural Anthropology ² OR
SOC225 The Family ²
G341 Geography of North America ² OR
G345 Urban Geography² OR
G350 Survey of Canada ²

Special Education:

PSY327 Psychology of the Exceptional Child ²
CM304 Group Discussion ² OR
CM222 Non-Verbal Communication ²
EE333 Teaching Learning Disabled Students/K-6
EE340 Counseling in Special Education²

Professional Preparation Courses:

EE221 Introduction to American Education ²
EE301 Foundations of Reading ²
EE302 Diagnostic and Remedial Reading ²
EE201 Teaching Language Arts ²
EE304 Teaching Social Studies ²
EE315 Teaching Mathematics ²
EE316 Teaching Science and Health ²
EE320 Computers in the Classroom ²

Professional Semester ⁴:

EE401 Instructional Media ²
EE404 Direct Observation/Student Teaching ²
EE412 Practicum in Student Teaching ²
EE414 Teaching Exceptional and Multicultural Students ²
EE405 Independent Study in Education ^{2,7}

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ A374 - Art Educ. for Elem. Techr. and MU374 - Educ. Exper. in Music may not be used as an elective within the respective Cognate Areas.

⁵ Students with a Mathematics waiver must take MAT190 and MAT290.

⁶ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁷ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Arts in Secondary Education

Communications, English, Music Education, Social Studies

Bachelor of Science in Secondary Education

Biology, Business Education, General Science, Mathematics

Certification programs are offered in a variety of academic disciplines. This provides the candidate opportunity to teach at the junior high, middle school, and/or high school level. (General Science certification is primarily for the junior high and middle school.) Students pursuing certification in Secondary Education must complete coursework in the major of the respective academic department. In addition to the General Education Requirements, the following courses are mandatory (please review all notations at the end of each program of study listing):

Bachelor of Arts in Secondary Education - Communications (120 credits [plus 4 P.E.])

Required Courses:

E101 English Composition I ^{1,2}
E102 English Composition II ^{1,2}
CM204 Introduction to Speech ^{1,2}
Mathematics Electives ¹ (6 credits)
Laboratory Science Electives ¹ (6 to 8 credits)
E160 Introduction to Literature¹
E254 Introduction to Theatre ¹
Humanities Elective ¹ (3 credits from any of the following areas: Art, Music, Philosophy, Religion)
PSY100 General Psychology ¹
SOC100 Introduction to Sociology ¹
PSY360 Psychology of Learning ¹
Social and Behavioral Science Elective ¹ (3 credits)

Programs of Study

H121 History of Western Civilization I ¹ **OR**
 H122 History of Western Civilization II ¹
 Foreign Culture Electives ¹ (9 credits, may be fulfilled in any combination of foreign language, intercultural studies, Western Civ and certain advanced history courses)
 H221 History of American Civilization I ¹ **OR**
 H222 History of American Civilization II ¹
 PE134 Concepts of Physical Activity and Wellness¹
 Physical Education Electives ¹ (3 credits)
 Free Electives ¹ (3 to 5 credits)

Required Courses for Major:

CM206 Communication Theory ²
 CM212 Public Speaking ²
 CM311 Mass Media ²
 E281 American Literature to 1885 ² **OR**
 E282 American Literature after 1885 ²
 E283 British Literature to 1750 ² **OR**
 E284 British Literature after 1750 ²
 E256 History of the English Language ² **OR**
 E320 Introduction to Linguistics ²
 E323 Shakespeare I ² **OR**
 E324 Shakespeare II ²

Specialization Courses - Choose One Area from the following (12 credits required):

Speech:

E205 Text Performance ² **OR**
 CM304 Group Discussion ²
 CM100-103 Public Speaking Practica ²
 CM327 Persuasion²
 CM328 Communication Strategies ²
 CM329 Interpersonal Communication ²
 CM450 Internship ²
 CM498 Independent Study ²

Media:

CM231 Radio Production I ²
 CM232-235 Radio Practicum ²
 CM331 Video Production I ²
 CM332 Media Writing ²
 CM340 News Writing/Production ²
 CM355 Broadcast News Reporting ²
 CM450 Internship ²
 CM498 Independent Study ²

Drama:

E258 Stagecraft ²
 E262 Acting ²
 E350-353 Theatre Practicum ²
 E354 History of Theatre ²
 E360 Theatre Arts Workshop ²
 E416 Modern Drama ²

Professional Preparation Courses:

EE221 Introduction to American Education ²

SE320 Computers in the Classroom ²
 EE402 Professional Orientation and School Law ^{2, 3}
 SE350 Secondary School Experience²
 SE351 Teaching Strategies ²
 SE353 Teaching Communication ²
 Reading Skills Test **OR**
 SE356 Reading in the Content Areas ² **OR**
 SE360 Reading and Writing Across the Curriculum ²

Professional Semester ⁴:

EE401 Instructional Media ²
 EE404 Direct Observation/Student Teaching²
 SE405 Independent Study in Education^{2, 5}
 SE412 Practicum in Student Teaching ²
 SE414 Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Arts in Secondary Education - English

(120 credits [plus 4 P.E.])

Required Courses:

E101 English Composition I ^{1, 2}
 E102 English Composition II ^{1, 2}
 CM204 Introduction to Speech ^{1, 2}
 Mathematics Electives ¹ (6 credits)
 Laboratory Science ¹ (6 to 8 credits)
 E160 Introduction to Literature ¹
 E254 Introduction to Theatre ¹ **OR**
 E316 Introduction to Film ¹
 Humanities Elective ¹ (3 credits from any of the following areas Art, Music, Philosophy, Religion)
 PSY100 General Psychology ¹
 SOC100 Introduction to Sociology ¹
 PSY360 Psychology of Learning ¹
 Social and Behavioral Science Elective ¹ (3 credits)
 H121 History of Western Civilization I ¹ **OR**
 H122 History of Western Civilization II ¹
 Foreign Culture Electives 1 (9 credits - may be fulfilled in any combination of foreign language, intercultural studies, Western Civ. and certain advanced history courses)
 H221 History of American Civilization I ¹ **OR**
 H222 History of American Civilization II ¹
 PE134 Concepts of Physical Activity and Wellness¹
 Physical Education Electives ¹ (3 credits)
 Free Electives ¹ (3 to 5 credits)

Programs of Study

Required Courses for Major:

E205	Text Performance ²
CM212	Public Speaking ²
E256	History of the English Language ³
E281	American Literature to 1885 ³ OR
E282	American Literature after 1885 ³
E283	British Literature to 1750 ³ OR
E284	British Literature after 1750 ²
E315	Advanced Composition ²
E320	Introduction to Linguistics ²
E323	Shakespeare I ² OR
E324	Shakespeare II ²

English Electives - (9 credits required from the following):

E203	African/American Literature ²
E285-286	European Literature ²
E291	Short Story ²
E346	Literature and Society ²
E347	Literature and Psychology ²
E426	African/American Literature after 1910 ²

Professional Preparation Courses:

EE221	Introduction to American Education ²
SE320	Computers in the Classroom ²
EE402	Professional Orientation and School Law ^{2,3}
SE350	Secondary School Experience ²
SE351	Teaching Strategies ²
SE353	Teaching Communication ²
Reading Skills Test OR	
SE356	Reading in the Content Areas ² OR
SE360	Reading and Writing Across the Curriculum ²

Professional Semester ⁴:

EE401	Instructional Media ²
EE404	Direct Observation/Student Teaching ²
SE405	Independent Study in Education ^{2,5}
SE412	Practicum in Student Teaching ²
SE414	Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Arts in Secondary Education - Music Education (130 credits [plus 4 P.E.])

Required Courses:

E101	English Composition I ^{1,2}
E102	English Composition II ^{1,2}

CM204	Introduction to Speech ^{1,2}
MAT105	College Algebra ¹
Mathematics	Elective ¹ (3 credits)
BS101	Field Natural History ¹ OR
BS102	Field Biology ¹
PSC111	Physical Science I ¹ OR
PSC112	Physical Science II ¹
MU271	Introduction to Music Literature ¹
MU361	Music History I ¹
MU362	Music History II ¹
Humanities Elective ¹ (3 credits from any of the following areas: Art, Literature, Philosophy, Religion, Theatre)	
PSY100	General Psychology ¹
SOC100	Introduction to Sociology ¹
G243	Introduction to Geography ¹
H121	History of Western Civilization I ¹ OR
H122	History of Western Civilization II ¹
Foreign Language Elective ¹ (6 credits)	
Foreign Language or Foreign Culture Elective ¹ (3 credits)	
H221	History of American Civilization I ¹ OR
H222	History of American Civilization II ¹
PE134	Concepts of Physical Activity and Wellness ¹
Physical Education Elective ¹ (3 credits)	

Required Music Courses:

MU161	Music Theory I ²
MU162	Sight Singing/Ear Training I ²
MU163	Music Theory II ²
MU164	Sight Singing/Ear Training II ²
MU261	Music Theory III ²
MU262	Sight Singing/Ear Training III ²
MU263	Music Theory IV ²
MU264	Sight Singing/Ear Training IV ²
MU275	String Methods ²
MU276	Brass Methods ²
MU277	Woodwind Methods ²
MU278	Percussion Methods ²
MU461	Orchestra and Arranging ²
MU462	Conducting ²
Primary Applied Music ² (7 credits - continuous enrollment required until student teaching semester)	
Secondary Applied Music ² (2 credits)	
Ensembles Music ² (7 credits - continuous enrollment until final recital)	
Senior Recital ²	

Professional Preparation Courses:

EE221	Introduction to American Education ²
SE320	Computers in the Classroom ²
EE402	Professional Orientation and School Law ^{2,3}
PSY320	Developmental Psychology ²
PSY360	Psychology of Learning ²
MU374	Teaching Music in the Elementary School ²
MU375	Teaching Music in the Secondary School ²
Reading Skills Test OR	
SE356	Reading in the Content Areas ² OR
SE360	Reading and Writing Across the Curriculum ²

Programs of Study

Professional Semester ⁴:

EE401	Instructional Media ²
EE404	Direct Observation/Student Teaching (K-12) ²
EE405	Independent Study in Education ^{2,5}
SE412	Practicum in Student Teaching ²
SE414	Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Arts in Secondary Education - Social Studies (120 credits [plus 4 P.E.])

Required Courses:

E101	English Composition I ^{1,2}
E102	English Composition II ^{1,2}
CM204	Introduction to Speech ^{1,2}
Mathematics Electives ¹	(6 credits)
Laboratory Science ¹	(6 to 8 credits)
Humanities Electives ¹	(9 credits, no more than 6 credits in one area, from any of the following: Art, Literature, Music, Philosophy, Religion, Theatre)
PSY100	General Psychology ¹
SOC100	Introduction to Sociology ¹
Theme Area Elective ¹	(3 credits)
H121	History of Western Civilization I ^{1,2}
H122	History of Western Civilization II ^{1,2}
H221	History of American Civilization I ^{1,2}
H222	History of American Civilization II ^{1,2}
PE134	Concepts of Physical Activity and Wellness ¹
Physical Education Electives ¹	(3 credits)

Specialization Courses

PS141	American Government ²
PS242	State and Local Government ²
ANT210	Introduction to Anthropology ² OR
ANT220	Cultural Anthropology ²
SOC220	American Social Problems ²
G243	Introduction to Geography ²
G341	Geography of North America ²
ECO200	Principles of Economics - Macro ² OR
ECO201	Principles of Economics - Micro ²

Social Studies Theme Area (Choose one area from the following):

Geography and Earth Science:

G244	Economic Geography ²
G345	Urban Geography ²
ESS111	Earth/Space Science ²
BS105	Environmental Biology ²

Behavioral Science:

ANT210	Introduction to Anthropology ² OR
ANT220	Cultural Anthropology ² (Whichever not previously taken)
SOC230	Development of Social Theory ² OR
SOC235	Contemporary Social Theory ²
SOC315	Ethnic and Minority Relations ²
SOC410	Population Trends ²

European History ²:

Any course, H200 and above (9 credits)	American History ²
Any course, H300 and above (9 credits)	Non-Western History and Government ²
Any course, 200 and above (9 credits)	Political Science ²
Any course, PS300 and above (9 credits)	

Professional Preparation Courses:

EE221	Introduction to American Education ²
SE320	Computers in the Classroom ²
EE402	Professional Orientation and School Law ^{2,3}
SE350	Secondary School Experience ²
SE351	Teaching Strategies ²
SE352	Teaching Social Studies in the Secondary School ²
PSY360	Psychology of Learning ²
Reading Skills Test	OR
SE356	Reading in the Content Areas ² OR
SE360	Reading and Writing Across the Curriculum ²

Professional Semester ⁴:

EE401	Instructional Media ²
EE404	Direct Observation/Student Teaching ²
EE405	Independent Study in Education ^{2,5}
SE412	Practicum in Student Teaching ²
SE414	Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Science in Secondary Education - Biology (131 credits [plus 4 P.E.])

Required Courses:

E101	English Composition I ^{1,2}
E102	English Composition II ^{1,2}
CM204	Introduction to Speech ^{1,2}
MAT105	College Algebra ^{1,2}
MAT110	College Math ^{1,2} (MAT100 and MAT190 are not acceptable. Students may take advanced math courses to satisfy these requirements.)

Programs of Study

Humanities Electives ¹ (9 credits, no more than 6 credits in one area, from any of the following: Art, Literature, Music, Philosophy, Religion, Theatre)

PSY100	General Psychology ¹
SOC100	Introduction to Sociology ¹
BEH260	Statistics ¹
PSY360	Psychology of Learning ¹
H121	History of Western Civilization I ¹
H122	History of Western Civilization II ¹
Foreign Culture Electives ¹ (6 credits)	
H221	History of American Civilization I ¹ OR
H222	History of American Civilization II ¹
PE134	Concepts of Physical Activity and Wellness ¹

Physical Education Electives (3 credits)

Required Courses in Major:

CHM131	General Chemistry ²
CHM132	General Chemistry ²
PHY121	General Physics ²
PHY122	General Physics ²
CHM231	Organic Chemistry ²
CHM232	Organic Chemistry ² OR
CHM112	Concepts of Chemistry ² AND BS304 Biochemistry ²
SE354	Teaching General Science ²
BS120	Biology I ²
BS121	Biology II ²
BS210	Introduction to Scientific Research ²
BS241	Microbiology ²
BS242	Genetics ²
BS343	Ecology ²
BS410	Senior Thesis ²
Biology Elective ²	

Professional Preparation Courses:

EE221	Introduction to American Education ²
SE320	Computers in the Classroom ²
EE402	Professional Orientation and School Law ^{2,3}
SE350	Secondary School Experience ²
SE351	Teaching Strategies ²
Reading Skills Test OR	
SE356	Reading in the Content Areas ² OR
SE360	Reading and Writing Across the Curriculum ²

Professional Semester ⁴:

EE401	Instructional Media ²
EE404	Direct Observation/Student Teaching ²
SE405	Independent Study in Education ^{2,5}
SE412	Practicum in Student Teaching ²
SE414	Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or

Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Science in Secondary Education - Business (120 Credits [plus 4 P.E.])

Required Courses:

E101	English Composition I ^{1,2}
E102	English Composition II ^{1,2}
CM204	Speech ^{1,2}
BOE165	Math of Business ¹
Mathematics Elective ¹ (3 credits - MAT100 and MAT190 are not acceptable)	

Laboratory Science Electives ¹ (6 to 8 credits)

Humanities Electives ¹ (9 credits, no more than 6 credits in one area, from any of the following: Art, Literature, Music, Philosophy, Religion, Theatre)

PSY100	General Psychology ¹
PSY360	Psychology of Learning ²
ECO200	Principles of Economics - Macro ¹
ECO201	Principles of Economics - Micro ¹

Foreign Culture Electives ¹ (12 credits fulfilled in any combination of foreign language, intercultural studies, Western Civ., and certain advanced history courses)

H221	History of American Civilization I ¹ OR
H222	History of American Civilization II ¹
PE134	Concepts of Physical Activity and Wellness ¹

Physical Education Electives ¹ (3 credits)

Areas of Certification (All majors must take Office Technologies and at least one other area.)

Office Technologies:

IFS105	Principles of Computer Information Systems ²
BOE184	Document Creation (Typing) ²
BOE186	Document Processing ²
ACC210	Elementary Accounting I ²
ACC215	Elementary Accounting II ²
E220	Communication and Report Writing
MKT200	Principles of Marketing
MGT250	Principles of Management ²
BOE287	Office Procedures ²
BUS245	Business Law I
BOE372	Principles of Business Education ²
BOE471	Teaching Business Subjects ²

Accounting Certification:

ACC320	Intermediate Accounting I ²
ACC—	Accounting Elective ²
Free Electives ² (2 credits)	

Data Processing Certification:

IFS150	Pascal Programming ²
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Programs of Study

IFS305	Management Information Systems ²
IFS440	Business System Analysis/Design ²

Marketing Certification:

MKT230	Retailing ²
MKT—	Marketing Elective ²
Free Electives ²	(2 credits)

Secretarial Certification:

BOE191	Shorthand I ²
BOE192	Shorthand II ²
BOE292	Office Simulations ²

Professional Preparation Courses:

EE221	Introduction to American Education ²
SE320	Computers in the Classroom ²
EE402	Professional Orientation and School Law ^{2,3}
Reading Skills Test	OR
SE356	Reading in the Content Areas ² OR
SE360	Reading and Writing Across the Curriculum ²

Professional Semester ⁴:

EE401	Instructional Media ²
EE404	Direct Observation/Student Teaching ²
SE405	Independent Study in Education ^{2,5}
SE412	Practicum in Student Teaching ²
SE414	Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Science in Secondary Education - General Science (120 credits [plus 4 P.E.])

Required Courses:

E101	English Composition I ^{1,2}
E102	English Composition II ^{1,2}
CM204	Introduction to Speech ^{1,2}
MAT105	College Algebra ^{1,2}
MAT125	College Trigonometry ^{1,2}
MAT171	Analytical Geometry and Calculus I ^{1,2}
MAT172	Analytical Geometry and Calculus II ^{1,2}
(MAT171/172)	are required for individuals specializing in the Physics Option.)
CHM131	General Chemistry I ^{1,2}
CHM132	General Chemistry II ^{1,2}
Humanities Electives ¹	(9 credits, no more than 6 credits in one area, from any of the following areas: Art, Literature, Music, Philosophy, Religion, or Theatre)
PSY100	General Psychology ¹

SOC100	Introduction to Sociology ¹
PSY320	Developmental Psychology ^{1,2}
PSY360	Psychology of Learning ^{1,2}
H121	History of Western Civilization I ¹
H122	History of Western Civilization II ¹
Foreign Culture Electives ¹	(6 credits)
H221	History of American Civilization I ¹ OR
H222	History of American Civilization II ¹
PE134	Concepts of Physical Activity and Wellness ¹
Physical Education Electives ¹	(3 credits)
Free Electives ¹	(0 to 5 credits)

Required Courses for Major

PHY121	General Physics I ² AND
PHY122	General Physics II ²
	OR
PHY131	Engineering Physics I ² AND
PHY132	Engineering Physics II ²
(PHY131 and PHY132)	are required for individuals specializing in the Physics option.)
ESS111	Earth/Space Science ²
IFS105	Principles of Computer Information Systems ² OR
IFS275	Information System Technology ² OR
MAT230	Computer Methods/Math ²
BS120	Biology I ²
G243	Introduction to Geography ²
SE354	Teaching General Science ²

Specialization Courses (6 to 8 credits required from one of the following areas):

Biology

BS101	Field Natural History ²
BS105	Environmental Biology ²
BS121	Biology II ²
BS242	Genetics ²
BS301	Animal Physiology ²
BS311	Zoology ²
BS321	Botany ²
BS341	Microbiology ²

Chemistry

CHM200	Chemistry and Society ²
CHM231	Organic Chemistry I ²
CHM232	Organic Chemistry II ²
CHM333	Quantitative Analytical Chemistry ²
CHM334	Instrumental Analytical Chemistry ²

Physics

EGR143	Engineering Graphics ²
EGR251	Statics ²
EGR252	Dynamics ²
EGR264	Strength of Materials ²
PHY231	Engineering Physics III ²
PHY232	Engineering Physics IV ²

Professional Preparation Courses:

EE221	Introduction to American Education ²
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Programs of Study

SE320	Computers in the Classroom ²
EE402	Professional Orientation and School Law ^{2,3}
SE350	Secondary School Experience ²
SE351	Teaching Strategies ²
Reading Skills Test OR	
SE356	Reading in the Content Areas ² OR
SE360	Reading and Writing Across the Curriculum ²

Professional Semester ⁴:

EE401	Instructional Media ²
EE404	Direct Observation/Student Teaching ²
SE405	Independent Study in Education ^{2,5}
SE412	Practicum in Student Teaching ²
SE414	Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Bachelor of Science in Secondary Education - Mathematics (20 credits [plus 4 P.E.])

E101	English Composition I ^{1,2}
E102	English Composition II ^{1,2}
CM204	Introduction to Speech ^{1,2}
MAT171	Analytical Geometry and Calculus I ^{1,2}
MAT172	Analytical Geometry and Calculus II ^{1,2}
Laboratory Science ¹ (Any two of the following: CHM131, CHM132, EGR 251, EGR252, PHY131, PHY132, PHY231, PHY232)	
Humanities Electives ¹ (9 credits, no more than 6 credits in one area, from any of the following areas: Art, Literature, Music, Philosophy, Religion, or Theatre)	
PSY100	General Psychology ¹
SOC110	Introduction to Sociology ¹
PSY320	Developmental Psychology ¹
PSY360	Psychology of Learning ¹
H121	History of Western Civilization I ¹
H122	History of Western Civilization II ¹
Foreign Culture Electives ¹ (6 credits - Foreign Language Recommended)	
H221	History of American Civilization I ¹ OR
H222	History of American Civilization II ¹
PE134	Concepts of Physical Activity and Wellness ¹
Physical Education Electives ¹ (3 credits)	
Free Electives ¹ (2 credits)	

Required Courses for Major

MAT230	Computer Methods/Math ²
MAT250	Statistics ²

MAT260	Elementary Linear Algebra ²
MAT271	Analytical Geometry and Calculus III ²
MAT272	Differential Equations ²
MAT270	Mathematical Structures ²
MAT340	Introduction to Geometry ²
MAT390	History of Mathematics ²
Mathematics Elective ² (3 credits from one of the following: MAT350, MAT361, MAT371, MAT440, MAT470, MAT473, MAT477, MAT480, MAT490, MAT496)	

Professional Preparation Courses

EE221	Introduction to American Education ²
SE320	Computers in the Classroom ²
EE402	Professional Orientation and School Law ^{2,3}
SE350	Secondary School Experience ²
SE351	Teaching Strategies ²
SE355	Teaching Mathematics ²
Reading Skills Test OR	
SE356	Reading in the Content Areas ² OR
SE360	Reading and Writing Across the Curriculum ²

Professional Semester ⁴

EE401	Instructional Media ²
EE404	Direct Observation/Student Teaching ²
SE405	Independent Study in Education ^{2,5}
SE412	Practicum in Student Teaching ²
SE414	Teaching Exceptional and Multicultural Students ²

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

³ EE402 - Prof. Orientation and School Law must be scheduled the Fall or Spring academic term immediately prior to the Professional Semester.

⁴ Students are required to have earned a cumulative grade point average of 2.5 before admittance into the Professional Semester.

⁵ Taken as an option to EE404 by students seeking the degree without certification.

Non-Degree Certificate for Early Childhood Education (25 credits)

CM204	Introduction to Speech ^{1,2}
EE210	Early Childhood Curriculum ^{1,2}
EE211	Practicum in Early Childhood Education ^{1,2}
EE221	Introduction to American Education ^{1,2}
EE310	Physical Education and Recreational Activities ^{1,2}
EE207	Literacy Development in Young Children ^{1,2}
PSY320	Developmental Psychology ^{1,2}
E101	English Composition I ^{1,2}
CM150	Sign Language ^{1,2}
A374	Art Education for Elementary Teachers ^{1,2}
Additional Course Recommended: L181 Elem. Spanish I ²	

NOTATIONS:

¹ Credits may be used for General Education requirements.

² Grade earned must be a "2" (C) or better. This includes all courses in field of major study.

Programs of Study

DEPARTMENT OF ENGLISH AND HUMANITIES

The Department of English and Humanities offers baccalaureate degree programs in English, Humanities, and in conjunction with the Department of Education it offers programs which qualify Secondary Education majors for Pennsylvania certification to teach either English or Communication courses in secondary schools. Within the English major students may also select either a Theatre Concentration or a Writing Concentration. In addition, the Department offers an Associate degree in Languages and in Philosophy/Religion. An interdisciplinary major in Latin American Studies has a strong Spanish component and is offered in conjunction with the Department of History and Political Science. These programs are designed to prepare students for careers requiring analytical, presentational, and communication skills, pre-professional preparation for a variety of positions in publishing, law, state and federal service, commerce, and graduate education in English and Humanities. The Department embraces several language-centered disciplines which are concerned with human values and experiences and the oral and written interpretation of texts. Majors in English and Humanities learn to ask questions, think critically, analyze data, synthesize information, and communicate ideas effectively. Disciplines represented here encourage versatility, flexibility, and the ability to learn new concepts.

BACCALAUREATE DEGREE PROGRAMS

Bachelor of Arts Degree in English

Requirements For Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of York College. English and Humanities majors may not take any course offered by the department pass/fail; English majors must complete two semesters of one foreign language and one course in Philosophy.

The requirements of the English major are:
(36 credits)

Group I (21 credits):

E256	History of the English Language
E281 or E282	American Literature to 1885 OR
	American Literature after 1885
E283	British Literature to 1750
E285	European Literature to 1600
E315	Advanced Composition
E323 or E324	Shakespeare I or Shakespeare II
E401	Senior Seminar

Literature Electives (12 credits)

To be chosen from multiple offerings of regularly scheduled courses as described in the Course Descriptions in addition to Special Topics courses which appear occasionally such as: Literature of Terror, Women in Literature, Literary Theory, Southern Literature, African Literature, Major Authors and Traditions, etc.

Advanced Speech Course (3 credits)

E205 Text Performance or Upper-Division Speech courses such as Persuasion, Group Discussion, or other classes to be discussed with your advisor.

Free Electives (25-27 credits)

English (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Foreign Culture*	6
Humanities Electives	6
Mathematics	6
Behavioral and Social Sciences Electives	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Literature Electives+	6
Humanities Electives	3
Introduction to Speech	3
Foreign Culture*	6
Behavioral and Social Sciences Electives	3
Laboratory Science	6-8
Free Elective	3
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Humanities or Behavioral and Social Sciences Elective	9
Literature Elective	3
Advanced Speech Communication course	3
Advanced Composition	3
Free Electives	<u>12</u>
	30

<i>Senior Year</i>	<i>Credits</i>
English Seminar	3
Literature Electives+	9
Free Electives	13-15
American Civilization	3
History of the English Language	<u>3</u>
	31-33

* Students must obtain at least two semesters' credit in a single foreign language.

+ Literature electives must eventually include:

American Literature	Shakespeare
British Literature	Four additional literature courses
European Literature	

Programs of Study

Students must receive a grade of "2" or better in each course within the major and in E101, E102 and CM204 to qualify for graduation.

The requirements of the English major with a Writing Concentration are: (45 credits)

Group I (21 credits):

E256	History of the English Language
E281	American Literature to 1885 OR
E282	American Literature after 1885
E283	British Literature to 1750
E285	European Literature to 1600
E315	Advanced Composition
E323	Shakespeare I OR
E324	Shakespeare II
E401	Senior Seminar

Group II (12 credits):

E220	Communication & Report Writing
E222	Technical Writing
E271	Journalism
E310	Creative Writing
E370 etc.	Special Topics in Creative Writing (topics and course numbers vary, i.e., Writing Children's Literature, Advanced Poetry Writing, Playwriting, Advanced Non-Fiction Prose)
CM332	Media Writing
E498 & E499	Independent Study in Writing

Group III (12 credits):

E450	Communication Internship (Writing Emphasis)
E451	Communication Internship (Writing Emphasis)
	Literature or English/Humanities Electives

Free Electives: (16-18 credits)

The requirements of the English major with a Theatre concentration are: (48-49 credits)

Group I (21 credits):

E256	History of the English Language
E281 or E282	American Literature
E283 or E284	British Literature
E285 or E286	European Literature
E310 or E370	Creative Writing
E232	Shakespeare I or E234 Shakespeare II
E401	Senior Seminar

Group II (21-22 credits):

E205	Text Performance
E254	Introduction to Theatre*
E258	Stagecraft
E262	Acting
E316	Introduction to Film
E350-E353	Theatre Practicum

E354	History of Theatre
E416	Modern Drama

Group III (6 credits):

E498	Independent Study (Directing)
E499	Independent Study (Adv. Acting) OR
E360	Summer Theatre Arts Workshop

Free Electives (12-15 credits):

*Courses marked with an * satisfy General Education requirements.*

Bachelor of Arts Degree in Humanities

The Humanities Program at York College is a multidisciplinary program that exposes students to areas such as art, foreign languages, literature, music, philosophy and religion, theatre, history, and the social sciences. A student who decides to major in the humanities accepts an invitation to intellectual adventure and self-exploration. Along the way, he or she will master the essentials of reasoning and argument, be exposed to the history of ideas, and learn to apply critical thinking skills to current events and ethical conflicts. A humanities major, besides being personally enriching will deepen your appreciation of ideas, develop your skill at reasoning and argument, and will expose you to diverse perspectives and world views. A major in the humanities is a valuable preparation for any career path. Humanities majors learn to read critically, to write cogently and to approach issues broadly and from a variety of different perspectives. Law and medical schools have long recognized the need for students trained in the humanities and for the last decade the corporate world has actively sought humanities majors because of the breadth of their education and their communication and analytical skills.

Through their choices in courses, humanities majors can construct a program that best suits their needs and interests. The humanities major cluster (21 credits) includes literature in both English and a foreign language, art, music, theatre, and philosophy and religion. Majors then choose an area concentration from one of four areas: Arts and Letters, combining literature, music, art, and theatre; Philosophy and Religion, which includes courses in ethics, metaphysics, epistemology, and the history and literature of religion; American Studies, concentrating on the history, government, music, and literature of this country; and Language and Language Arts, focusing on the history and development of language and the mastery of one or more foreign languages.

The required courses for the Humanities major are:

A101	Introduction to Art Appreciation*
E254	Introduction to Theatre*
H121 or H122	History of Western Civilization I, II*
P221	Introduction to Philosophy*

Group I (21 credits):

Literature: (6 credits)

English courses at the 200 level or above and/or literature in a foreign language. (American studies

Programs of Study

concentration takes courses other than E281, E282, E203.)

Arts and Letters: (6 credits)

Choose from Art History, Music History, Theatre History, or Dramatic Literature.

Philosophy and/or Religion: (6 credits)

Choose from courses in Philosophy and/or courses in Religion.

Seminar or Independent Study: (3 credits)

Group II (Area Concentration - 18 credits):

All Humanities majors must choose one of the following four areas of concentration: American Studies, Arts and Letters, Language and Language Arts, Philosophy and Religion. (Concentration requirements listed below.)

Free Electives (22-24 credits):

*Courses marked with an * satisfy General Education requirements.*

Humanities Major Area Concentrations:

American Studies: (18 credits)

- E203 African-American Literature
- E281 American Literature to 1885
- E282 American Literature after 1885
- P369 American Religious Thought/Culture

Two additional courses chosen from the following:

- A405, SOC220, SOC315, E342, E380*, E498*, E499*, H450, American History (beyond H222), MU272, PS303, PS305, PS361, PS370.

** With appropriate subject matter in American Studies. (This concentration should include both H221 and H222 as part of the General Education requirements.)*

Arts and Letters (18 credits)

- P351 Aesthetics
- Literature at the 200 level or above
- Theatre History or Dramatic Literature

Three additional courses chosen from the following:

- A203, A205, A301, A405, Applied Art, MU272, MU361, MU362, Music Theory, Applied Music, E316, Applied Theatre, Theatre History or Dramatic Literature, Literature, Literary Criticism, or Critical Theory, Independent Study (with appropriate subject matter).

Language and Language Arts (18 credits)

- L111 Intro. Indo-European Language
- Foreign Language: 12 credits of foreign language at the 200 level or above.

One additional course chosen from the following:

- E256, E320, E498*-E499*, L498*-L499*.

** With appropriate subject matter.*

Philosophy and Religion

(18 credits)

Six courses chosen from the following:

- P222 Critical Thinking
- P223 Modern Values/Moral Issues
- P224 Philosophy and Human Nature
- P231 Introduction to Logic
- P265 Living Religions
- P266 Biblical Religions
- P268 Relig. Thought/Culture
- P321 Epistemology
- P331 Metaphysics
- P341 Ethics
- P343 Ethical Issues/Peace & Conflict
- P351 Aesthetics
- P361 Contemporary Philosophy
- P369 American Religious Thought/Culture
- E480 Major Authors (with appropriate subject matter)

Humanities (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Compositions	6
Foreign Language	6
Mathematics	3
Introduction to Art Appreciation*	6
Behav. and Soc. Science Elect.*	6
Physical Education	<u>2</u>
	29

<i>Sophomore Year</i>	<i>Credits</i>
Introduction to Speech	3
Laboratory Science	6-8
Foreign Language	6
American Civilization	3
Introduction to Philosophy	3
Humanities Major Cluster	6
Free Elective	3
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Humanities Major Cluster	12
Area Concentration Electives*	6
Free Electives	<u>12</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Seminar or Indep. Study	3
Area Concentration Electives	12
Free Electives	<u>15</u>
	30

** Humanities majors must choose one of the following four areas of concentration: Philosophy and Religion, Arts and Letters, American Studies, Languages and Language Arts.*

** All Hum. majors must complete the following background courses, either as part of the core or in place of free electives: A101, E254, H121, or I22, P221.*

Programs of Study

Bachelor of Arts Degree in Latin American Studies

The interdisciplinary major in Latin American Studies is offered by the departments of English and Humanities and History and Political Science. The program provides the student the opportunity to study the history, politics and culture of Latin America while developing valuable skills in Spanish, the language spoken by the majority of the people of this region. The wide range of disciplines represented by the required courses in the major enable students to approach their studies from a variety of perspectives. Moreover, the program offers sufficient flexibility to allow students to add an area of concentration to their major by pursuing a minor in an area such as sociology, business, government, or a second foreign language.

Because of the interdisciplinary nature of the program, the career direction of its graduates varies considerably. Students may wish to pursue graduate studies or to enter a career in international business, social and human services or the foreign service, just to name a few.

The required courses for the Latin American Studies major are:

Group I History and Political Science (24 credits):

X145	Introduction to Latin America
H227	History of Latin America I
H228	History of Latin America II
H233	Pre-Colombian Civilization (The Incas) OR
H234	(The Mayas) OR
H235	(The Aztecs)
PS141	American Government
PS245	Government and Politics of Latin America
PS301	Comparative Government OR
PS302	International Relations
LAS498	Independent Study in Latin American Studies

Group II Spanish (24 credits):

L181	Elementary Spanish I *
L182	Elementary Spanish II *
L281	Intermediate Spanish I
L282	Intermediate Spanish II
L284	Intermediate Conversational Spanish
L285	Reading Strategies in Spanish
L387	Spanish Civilization
	Spanish Elective (300 or above level)

* Students who place into the intermediate level of Spanish will have an additional six credits of free electives.

Group III Senior Seminar

Free Electives: 16-18 credits with no more than 9 credits at the 100 level.

Latin American Studies (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
American Civilization I or II	3
Humanities Electives	6
Foreign Culture (2 semesters Elem. Span.)	6
Mathematics	6
Introduction to Latin America	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Government and Politics in Latin America	3
History of Latin America I	3
Speech	3
Behavioral Science Elective	3
Humanities Elective	3
American Government	3
Laboratory Science	6-8
Intermediate Spanish I & II	6
Physical Education	<u>1</u>
	31-33

<i>Junior Year</i>	<i>Credits</i>
Pre-Colombian Civilization	3
History of Latin America II	3
Foreign Cultures Elective	6
Social Science Elective	3
Humanities Elective	3
Intermediate Spanish Conversation	3
Reading Strategies in Spanish	3
Free Electives	6
Physical Education	<u>1</u>
	31

<i>Senior Year</i>	<i>Credits</i>
Independent Research in Major	3
International Relations or Comp. Gov't.	3
Spanish Civilization	3
Behavioral or Social Science Elective	3
Spanish Elective (300 level)	3
Senior Seminar in Latin American Studies	3
Free Electives	<u>12</u>
	30

Bachelor of Arts Degree in Secondary Education-English or Communications

Program Description:

The Secondary Education-English or Communications program is designed to prepare students for a career in teaching English at the Secondary school level. The program includes coursework in the following areas: general education requirements, English and Humanities Department requirements, specialization courses or English elective courses, pro-

Programs of Study

professional preparation courses, and a professional semester of student teaching. This program provides instruction and practical experiences in determining effective instructional approaches in the teaching of particular components of the secondary school curriculum: language study, reading, literature, writing, listening, and speaking. Students develop an awareness of the many responsibilities faced by secondary English teachers and learn how to work within today's school environment to improve instructional effectiveness and efficiency. The education courses focus on the effectiveness of the teacher's methods and on the value of the students' learning experiences.

Coursework for the Secondary Education-English program includes 9 credit hours of English electives, with one course chosen from a selection of multicultural literature offerings. The Secondary Education-Communications program requires students to select a specialization area of either speech, media, or drama.

Students must apply for admission into the teacher education program according to the Education Department's guidelines. In addition, students must complete the Observation and Participation Program and pass the National Teacher Exam.

Bachelor of Arts Degree in Secondary Education — English

To be eligible for graduation and certification with a Pennsylvania teaching certificate students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted, have a 2.5 GPA to student teach, maintain at least a 2.0 (C) in required courses, satisfy the college's residence requirement, and complete the General Education Requirements of York College. Secondary Education — English majors may not take any course offered by the department pass/fail; within the General Education Requirements, students are required to take E160 Introduction to Literature, either E254 Introduction to Theatre or E316 Introduction to Film, PSY100 General Psychology, SOC100 Introduction to Sociology, PSY360 Psychology of Learning; the Foreign Culture requirement may be fulfilled with any combination of foreign language or intercultural studies, but one course must be either H121 History of Western Civilization I or H122 History of Western Civilization II.

The required courses for the Secondary Education — English major are: (58 credits)

Required Courses:

E205	Text Performance (21 credits)
E256	History of the English Language
E281	American Literature to 1885 OR
E282	American Literature after 1885
E283	British Literature to 1750 OR
E284	British Literature after 1750
E315	Advanced Composition
E320	Linguistics
E323	Shakespeare I or E324 Shakespeare II

Elective English Courses (9 credits)

At least one course must be in Multicultural Literature such as African/American Literature, African Literature, Literature and Society, and other courses to be discussed with your advisor.

Professional Preparation Courses include: (15 credits)

EE221	Introduction to American Education
SE320	Computers in the Classroom
EE402	Professional Orientation and School Law (scheduled semester before Student Teaching)
SE350	Secondary School Experience
SE351	Teaching Strategies
SE353	Teaching Communication/English
Passing the Reading Skills Test OR taking either:	
SE356	Reading in the Content Areas OR
SE360	Reading and Writing across the Curriculum

A 2.5 GPA REQUIRED FOR THE PROFESSIONAL SEMESTER

Professional Semester (13 credits)

EE401	Instructional Media
EE404	Directed Observation/Student Teaching OR
SE405	Independent Study in Education
SE412	Practicum in Student Teaching
SE414	Teaching Exceptional and Multicultural Students

(See Education Department listing for suggested course schedule.)

Bachelor of Arts Degree in Secondary Education - Communications

To be eligible for graduation and certification with a Pennsylvania teaching certificate, students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted, have a 2.5 GPA to student teach, maintain at least a 2.0 (C) in required courses, satisfy the college's residence requirement, and complete the General Education requirements of York College. Secondary Education - Communications major may not take any course offered by the department pass/fail.

Within the General Education requirements, students are required to take E160 Introduction to Literature, E254 Introduction to Theatre, PSY100 General Psychology, SOC100 Introduction to Sociology, and PSY360 Psychology of Learning. The Foreign Culture requirements may be fulfilled with any combination of foreign language or intercultural studies, but one course must be either H121 History of Western Civilization I or H122 History of Western Civilization II.

The required courses for the Secondary Education — Communications major are: (58 credits)

Required Courses:

CM206	Communication Theory
CM211	Mass Communication

Programs of Study

CM212	Public Speaking
E281	American Literature to 1885 OR
E282	American Literature after 1885
E283	British Literature to 1750 OR
E284	British Literature after 1750
E256	History of English Language OR
E320	Linguistics
E323	Shakespeare I OR
E324	Shakespeare II

Specialization Courses: (Choose one area) (12 credits)

Speech

E205	Text Performance OR
CM304	Group Discussion
CM100-CM103	Public Speaking Practicum
CM327	Persuasion
CM328	Communication Strategies
CM329	Interpersonal Communication
CM450	Internship
CM498	Independent Study

Media

CM132-CM135	Radio Practicum
CM231	Radio Production I
CM331	Video Production I
CM332	Media Writing
CM340	News Writing & Production
CM355	Electronic News Reporting
CM450	Internship
CM498	Independent Study

Drama

E258	Stagecraft
E262	Acting
E350-E353	Theatre Practicum
E354	History of Theatre
E360	Theatre Arts Workshop (Summer)
E416	Modern Drama

Professional Preparation Courses include:

(15 credits)

EE221	Introduction to American Education
SE320	Computers in the Classroom
EE402	Professional Orientation and School Law (scheduled semester before Student Teaching)
SE350	Secondary School Experience
SE351	Teaching Strategies
SE353	Teaching Communication/English
Passing the Reading Skills Test OR taking either:	
SE356	Reading in the Content Areas OR
SE360	Reading and Writing Across the Curriculum

A 2.5 GPA REQUIRED FOR THE PROFESSIONAL SEMESTER

Professional Semester

EE401	Instructional Media
EE404	Directed Observation/Student Teaching OR
SE405	Independent Study in Education
SE412	Practicum in Student Teaching
SE414	Teaching Exceptional and Multicultural Students

(See Education Department listing for suggested course schedule.)

ASSOCIATE DEGREE PROGRAMS:

Associate's Degree in Language

Students may earn an associate's degree in one of several modern foreign languages or may study the classical languages, Greek and Latin. A minimum of twelve credits must be completed in foreign languages. In the case of Spanish, these credits must be taken in courses beyond the elementary level. With increasing global interdependence, students will find their linguistic skills in a second language an asset in the work place.

The required courses for the Associate's degree in Language are: (18 credits)

Language: (12 credits)

Students wishing to obtain a major in classical languages should choose 6 credits of Greek and 6 credits of Latin. All other students should take 12 credits in one language.

L111	Intro. Indo-Eur. Language	(3 credits)
H121	Hist. Western Civ. I OR	(3 credits)
H122	Hist. Western Civ. II	

Free Electives: (16-18 credits)

General Education: (26-28 credits)

(see general requirements for the associate degree)

Language* (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Language	6
Math or Lab Science	6
Humanities Elective	3
Social or Behavioral Sciences Electives	6
Elective	3
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
English Elective	3
Language	6
Introduction to Indo-European Languages and Folklore	3

Programs of Study

Recommended Electives:	18
History of Western Civilization	
European Intellectual History	
Modern Europe	
Physical Education	<u>1</u>
	31

* Concentration in one language required, except for classical language major (Greek, Latin). A student electing Spanish as the language of concentration is required to schedule 12 credits of Spanish beyond the elementary level.

Associate's Degree in Philosophy

The required courses for the Associate's degree in Philosophy are: (12 credits)

P221	Introduction to Philosophy
P231	Introduction to Logic
P341	Ethics
P361	Contemporary Philosophy

Free Electives: (22-24 credits)

General Education: (26-28 credits)

(see general requirements for the Associate Degree)

Philosophy (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Lab Science	6-8
Social or Behavioral Sciences Electives	6
Introduction to Philosophy	3
Electives	9
Physical Education	<u>1</u>
	31-33

<i>Sophomore Year</i>	<i>Credits</i>
English Elective	3
Logic	3
Humanities Elective	3
Philosophy Electives	6
Electives	15
Physical Education	<u>1</u>
	31

DEPARTMENTAL MINORS

The English and Humanities Department offers minors in English, Theatre, Philosophy, Classical Languages, as well as French, German, Russian, and Spanish. Through careful planning and advising, students representing a variety of majors may elect a minor in these areas, thus acquiring valuable skills which will enhance their background, regardless of their primary field of study.

English

A Minor in English requires 18 credit hours in any SIX courses in literature and writing beyond the required composition courses.

Language

French, German and Russian
(credits in one language)
L111 Introduction to Indo/European Languages
(3 credits)

Four semesters of Elementary and Intermediate
level language courses (12 credits)

One semester of Literature in target language (3 credits)

Classical Languages

L111 Introduction to Indo/European Languages
(3 credits)

Five semesters of any combination of Greek and
Latin (15 credits)

Spanish

Five semesters of Spanish beyond the Elementary
level, at least 6 credits of which must be beyond
the 300-level courses. (15 credits)

Philosophy

P221 Introduction to Philosophy
P222 Critical Thinking or P231 Logic
A course in Ethics (P223, P240, P341, P343, P345)
Philosophy and Religion Electives (9 credits)
(At least 6 of the 18 credits must be at the 300 level or higher.)

Theatre — A Minor in Theatre requires 18 credits with the following distribution:

E258	Stagecraft	(3 credits)
E262	Acting	(3 credits)
E354	History of Theatre	(3 credits)

Nine credit hours from the following:

E205	Text Performance
E254	Introduction to Theatre
E323 or E324	Shakespeare I or II
E350-353	Theatre Practicum
E416	Modern Drama

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

The Department of History and Political Science offers baccalaureate degree programs in History, Political Science (with concentrations in Government, Public Administration, and International Studies), and Latin American Studies. These programs are designed to prepare students for a variety of careers and graduate study, including education, government, law, journalism, business, and medicine. An associate degree is also available in Political Science. Students may also pursue an academic minor in African and African-American Studies,

Programs of Study

American History, Geography, Government, Public Administration, and World History. Because of its many offerings and its integral part in the College's general education program, the department plays a unique curricular role at the College. The depth and breadth of its course offerings enable all students to develop a global perspective across time and space and to understand not only world cultural diversity, but also its interrelatedness, past and present.

BACCALAUREATE DEGREE PROGRAMS:

Bachelor of Arts Degree in History

This curriculum is built on the premise that a knowledge about the past provides us, collectively and individually, with a better sense of who we are and where we are heading. The study of history sharpens our skills as thinkers and writers, and it prepares us for a variety of roles in our lives. In addition to traditional courses of study, students majoring in history are afforded opportunities in oral history, public history, and a wide spectrum of internship experiences in museums and historic sites.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, and complete the General Education Requirements of the College.

The required courses for the major are:

- H 121-122 Hist. of Western Civilization I & II
- H 221-222 American Civilization I* & II
- H 439 or 440 History Seminar
- Foreign Language* - two semesters (6 credits)

In addition, students must complete:

- a minimum of 7 History electives (21 credits);
- one course each in Geography* and Political Science*;
- two foreign culture electives (6 credits), one of which must be a Government and Politics course,
- two humanities electives (6 credits), and
- 16-18 credits of free electives.

**These courses satisfy general education requirements.*

History: (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Western Civilization I & II	6
Foreign Language*	6
Mathematics	6
Geography	3
Political Science	3
Physical Science	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
American Civilization I & II	6
Foreign Language*	6
Humanities Electives	6
Social or Behavioral Sciences Electives	6
Laboratory Science	6-8
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Foreign Culture+	3
History Electives	12
Social or Behavioral Sciences Electives	3
Humanities Electives	6
Speech	3
Free Electives	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Foreign Culture+	3
History Electives	9
Seminar in History	3
Humanities Elective	3
Free Electives	<u>12</u>
	30

** Fulfills general foreign culture requirement.
+ Other than foreign languages.*

Bachelor of Arts Degree in Latin American Studies (See Description in English and Humanities Department)

Bachelor of Arts Degree in Political Science

Political Science deals with the perennial questions: Who governs and to what Ends? Political scientists study the formal and informal political processes that shape public policy. They combine both humanistic and scientific perspectives in order to understand the political behavior of individuals, groups, and nations.

Students majoring in political science at York College choose from three different areas of concentration: Government, Public Administration, International Studies. Through a variety of courses, students study American politics, political theory, comparative politics, international relations, and public administration. Each of these areas of concentration provide students with a basis for informed participation in community organizations, electoral politics, and world affairs. They also receive a solid foundation for graduate study and a variety of careers. Typically, political science majors explore some of these career possibilities through internships with government agencies, law firms, and international businesses.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0

Programs of Study

(C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, and complete the General Education Requirements of the College.

The required courses for the Political Science major with a concentration in International Studies are:

Introductory level:

ECO 200-201	Principles of Economics
G 243	Intro. to Geography
H 121-122	Hist. Western Civilization I & II
H 221-222	Hist. American Civilization I* & II
PS 141	American Government

Upper Level Courses:

PS 301	Comparative Government
PS 302	International Relations
PS 303	American Foreign Policy
PS 306	International Organizations
PS 440	Seminar, International Relations
ECO 400	International Economics
H 429	War and Peace

In addition, students must complete:

- Two semesters of a foreign language*;
- six foreign culture courses, three of which must be from X143-X150 and three others from Government and Politics offerings, PS243-PS250; and
- one free elective.

*These courses satisfy general education requirements.

Political Science:

International Studies Concentration

(suggested course sequence)

Freshman Year

English Composition	6
Western Civilization I & II	6
Intercultural Studies (Intro.)	3
Mathematics	6
Principles of Economics	6
Humanities Elective	3
Physical Education	<u>2</u>
	32

Sophomore Year

Speech	3
Foreign Language	6
American Civilization I & II	6
Laboratory Science	6-8
Free Electives*	6
Introduction to Geography	3
Physical Education	<u>2</u>
	32-34

Junior Year

Foreign Language	6
Intercultural Studies (Intro.)	3
Humanities Electives	6
American Government	3
International Relations	3
Behavioral and Social Sciences Electives*	6
American Foreign Policy	<u>3</u>
	30

Senior Year

Intercultural Studies (Foreign Government)	6
Comparative Government	3
International Economics	3
War and Peace	3
Free Electives*	<u>15</u>
	30

* See Political Science Listings

The required courses for the Political Science major with a concentration in either Government or Public Administration are:

PS 100	Intro. to Political Science
PS 141	American Government
PS 242	State & Local Government
PS 303	American Foreign Policy
G 345	Urban Geography
QBA 260 or BEH260	Statistics

Additional courses required for students concentrating in Government include:

PS 302	International Relations
PS 360	Political Theory
PS 370	American Constitutional Thought
Plus five of the following courses, three of which must be at the 300-level or above:	
PS 243	Govt./Politics of Africa
PS 244	Govt./Politics of East Asia
PS 245	Govt./Politics of Latin America
PS 246	Govt./Politics of Middle East
PS 247	Govt./Politics of Russia
PS 250	Govt./Politics of South Asia
PS 301	Comparative Politics
PS 305	Campaigns & Elections
PS 306	International Organizations
PS 312	Politics of Public Policy
PS 361	American Political Thought
PS 440	International Relations Seminar
PS 490	Internship
PS 499	Independent Study
H 250	American-Asia Relations
H 427	Modern Europe I
H 429	War & Peace
H 441	American Economic History
ECO 400	International Economics

Remaining credits (18-21) may be satisfied with free electives.

Programs of Study

Political Science:

Government Concentration

(suggested course sequence)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	6-8
Foreign Culture/Language	6
Introduction to Sociology	3
General Psychology	3
American Civilization I & II	6
Physical Education	<u>2</u>
	32-34

<i>Sophomore Year</i>	<i>Credits</i>
Introduction to Political Science	3
Laboratory Science	6-8
Introduction to Speech	3
Foreign Culture/Language	6
American Government	3
State & Local Government	3
Principles of Economics (Macro)	3
Humanities Electives	3
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Decision Making in the Public Sector	3
Comparative Government	3
International Relations	3
Geography - World & Urban	6
Statistics	3
Humanities	6
Free Electives	<u>9</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Foreign Governments*	6
International Economics	3
Political Theory	3
American Foreign Policy	3
Free Electives	6
Parties, Campaigns & Elections	3
Internship	<u>6</u>
	30

Additional courses required for students concentrating in Public Administration are:

PS 151	Intro. Public Administration
PS 305	Parties/Campaigns/Elections
PS 310	Decision Making/Public Sector
PS 312	Politics of Public Policy
PS 352	Intro. Public Finance
PS 470	Readings in Public Administration
PS 490	Internship (3-6 credits)

Plus two of the following (check for prerequisites)

SOC 335	Research Methodology
ACC210/215	Elementary Accounting I/II
IFS 305	Management Information Systems
MGT 320	Human Resource Management
MGT 325	Organizational Behavior
MGT 330	Labor Relations

Remaining credits may be satisfied with free electives (10-15).

Political Science:

Public Administration Concentration

(suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	6-8
Foreign Culture/Language	6
Introduction to Political Science	3
Social Science Elective	3
American Civilization I or II	3
Introduction to Public Administration	3
Physical Education	<u>2</u>
	32-34

<i>Sophomore Year</i>	<i>Credits</i>
Laboratory Science	6-8
Introduction to Speech	3
Foreign Culture/Language	6
American Government	3
State & Local Government	3
Social Science Electives	6
Humanities Electives	3
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Decision Making in the Public Sector	3
American Foreign Policy	3
Statistics	3
Campaigns and Elections	3
Urban Geography	3
Politics of Public Policy	3
Humanities Electives	6
Free Electives	<u>6-9</u>
	30-33

<i>Senior Year</i>	<i>Credits</i>
Readings in Public Administration	3
Public Finance	3
Management Electives	6
Free Electives	12-15
Internship	<u>6</u>
	30-33

Programs of Study

Bachelor of Arts Degree in Secondary Education - Social Studies

The required courses for the Social Studies major are:

Introductory courses:

H 121-122	Hist. Western Civilization I* & II*
H 221-222	Hist. American Civilization I* & II*
PSY 100	General Psychology*
SOC 100	Intro. Sociology*

Specialization courses: Student will select, in consultation with advisor, seven courses from among the following:

PS 141	American Government
PS 242	State & Local Government
ANT 210/220	Anthropology
SOC 220	American Social Problems
G 243	Intro. to Geography
G 341	Geography of North America
ECO 200 or 201	Principles of Economics

Social Studies Theme Area: 9 - 12 credits in one of the following content areas:

- (1) American History, (2) European History, (3) Geography and Earth Science, Behavioral Science, (5) Non-Western History & Government, (6) Political Science. Student will select theme area and courses for study only after discussion and approval by advisor.

All Secondary Education Majors must pass satisfactorily a readings skills test or take one of the following two courses:

SE 356	Reading Content
SE 360	Reading/Writing Across the Curriculum

Students should consult with their advisors concerning the reading option.

Professional Preparation Courses:

EE 221	Intro. to American Education
SE 320	Computers in the Classroom
EE 402	Prof. Orientation & School Law (to be taken semester before student teaching)
SE 350	Secondary School Experience
SE 351	Teaching Strategies
SE 352	Teaching Soc. Std. in Secondary School
PSY 360	Psychology of Learning

Professional Semester (2.5 GPA Prerequisite)

EE 401	Instructional Media
EE 404	Dir. Obser./Student Teaching OR
SE 405	Independent Study in Education
SE 412	Practicum in Student Teaching
SE 414	Teaching Excep./ Mult. Cult.

* These courses satisfy general education requirements.
See Department of Education for further requirements.

Associate of Arts Degree in Political Science

The Department offers the Associate Degree in Political Science with a concentration in Government. To be eligible

for graduation, students must complete a minimum of 60 credits plus 2 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, and complete the General Education Requirements for the College's Associate Degree.

The required courses for the Associate of Arts degree in political science, Government Concentration, are:

H 221 or 222	American Civilization I & II
PS 100	Intro. to Political Science
PS 141	American Government
PS 242	State & Local Government
PS 301	Comparative Government
PS 302	International Relations
PS 360	Political Theory or
PS 370	American Constitutional Thought
G 345	Urban Geography
ECO 200	Principles of Economics*
X143-X150	One Foreign Culture Course
PS243-250	One Government and Politics Course

In addition, students must complete 4 to 6 credits of free electives.

Political Science: (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Lab Science	6
American Civilization I & II	6
American Government	3
State & Local Government	3
Intercultural Studies (Intro. & Contemporary)	6
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Economics	6
Comparative Government	3
American Constitutional Thought or Political Theory	3
International Relations	3
Urban Geography	3
English Elective	3
Humanities Elective	3
Electives	6
Physical Education	<u>1</u>
	31

DEPARTMENTAL MINORS:

African and African-American Studies (18 credits)

At least six credits from these courses:

X143	Introduction to Africa
PS243	Government and Politics of Africa
H303*	History of Africa I
H305	History of Africa II
E386	African Literature

Programs of Study

At least six credits from these courses:

H230	Race and Racism
H354	Coming of the Civil War OR
H355	Civil War and Reconstruction
H470	The Civil Rights Movement
SOC315	Ethnic and Minority Relations
E203	African-American Literature

**required of all those in the program*

American History (18 credits)

H 221-222	American Civilization I & II
Four courses from the following:	
H 245	American Military Experience
H 230	Race and Racism
H 342	Women in the United States
H344	America in the 60's
H 351	American Colonial History
H 352	New American Nation
H 353	Jacksonian Era
H 354	Coming of the Civil War
H 355	Civil War and Reconstruction
H 356	Emergence of Modern America
H 357	Twentieth-Century America
H 358	Recent America
H 370	American Constitutional Thought
H 429	War & Peace
H 441	American Economic History
H 450	American Intellectual History
H 470-479	Selected Topics in American History

Geography (18 credits)

G 243	Intro. to Geography
G 244	Economic Geography
G 260	Intro. to Cartography
G 345	Urban Geography
ESS111	Earth/Space Science
One course selected from the following:	
G 341	Geography of North America OR
G 350	Survey of Canada

Government (18 credits)

PS 100	Intro. to Political Science
PS 141	American Government
PS 301	Comparative Government
One course selected from the following:	
PS 302	International Relations OR
PS 303	American Foreign Policy
One course selected from the following:	
PS 360	Political Theory OR
PS 370	American Constitutional Thought
PS ____	Political Science Elective

Public Administration (18 credits)

PS 141	American Government
PS 242	State and Local Government
PS 251	Intro. to Public Administration
Two courses selected from the following:	
MGT 250	Principles of Management
MGT 320	Human Resource Management

PS 352	Intro. to Public Finance
PS 470	Readings in Public Administration
One course selected from the following:	
PS 310	Decision Making in the Public Sector
PS 312	Politics of Public Policy
G 345	Urban Geography

World History (18 credits)

H 121-122	Western Civilization I & II
Four courses selected from the following:	
H 224	Ancient History
H 225	Medieval History
H 226	Renaissance and Reformation
H 227-228	History of Latin America I & II
H 250	American-East Asian Relations
H 303-305	History of Africa I & II
H 330	History of 20th-Century Russia
H 332	Eastern & Central Europe
H 333-334	History of England
H 411	European Intellectual History
H 427-428	Modern Europe I & II

DEPARTMENT OF MUSIC, ART AND SPEECH COMMUNICATION

Music, Art and Speech Communication are rooted in the liberal arts tradition that teaches and communicates the human experience through sounds, images, and words. The faculty members are supportive and demanding mentors whose first priority is to help students discover their intellectual and creative potential. The department promotes both a creative and cultural awareness within the college and an interactive educational and cultural link between the college and the community.

The Department of Music, Art and Speech Communication offers programs of study leading to a Baccalaureate degree in Art, Mass Communication, Music, Music Education, Public Relations and Speech Communication. A student may also pursue an Associate degree in Art, Mass Communication or Music. Programs of study leading to a minor are also available in Art, Music, Speech Communication and Public Relations.

Students pursuing any of the department's academic programs are encouraged to take advantage of the interdisciplinary opportunities the department offers to complement a major. Courses in the visual arts are of benefit to those studying art, mass communication, and public relations. Musical ensembles and performing groups are available on a credit or voluntary basis to all students in the department who wish to avail themselves of this creative outlet. Courses in video and sound production are of interest to those in art, music and public relations as well as mass communication majors.

The department administers one of the most active internship programs on the campus. Students are encouraged to investigate the internship option as a means of exploring career choices and acquiring career experience before leaving college.

Programs of Study

The Division of Art offers a four year curriculum, preparing the student for a variety of professional careers or for graduate study. Courses in art appreciation and art history as well as a wide variety of studio courses are offered for both the art major and non-major. The associate degree in Art offers a two-year course of study. Courses in art education are offered as an area of concentration to students taking the Bachelor of Science degree in Elementary Education. The student may pursue a minor in art in conjunction with another major.

The Division of Music offers baccalaureate degree programs in Music and Music Education. These programs are designed to prepare students for a variety of careers and for graduate study in these and other related fields. In addition, an Associate degree program is offered with an emphasis in Music. A minor in music in conjunction with some other major is also offered.

The Division of Speech Communication provides courses and programs of study for the entire York College population, students wishing to major in the field, and students pursuing a minor in Speech Communication. Speech Communication includes the study of the theories and skills of human communication that comprise the contexts of intrapersonal, interpersonal, small group, public and mass communication.

BACCALAUREATE DEGREE PROGRAMS

The Bachelor of Arts Degree in Art gives the student the opportunity to study the principles of visual art in theory and practice through a variety of studio and art history courses.

Requirements for Graduation:

In order to graduate, students must complete a minimum of 120 credit hours plus 4 physical education credits unless exempted. The last 30 credit hours must be earned at York College. Students must receive at least a 2.0 in all major courses and maintain an overall grade point average of 2.0. General Education requirements and residence requirements must be completed upon graduation.

The required courses for a major in art are:

General Academic Requirements:

- Art Appreciation (A101)
- Music Appreciation (MU260)
- Portfolio Development (A407)

Studio courses:

- Design I (A107)
- Design II (A108)
- Drawing I (A207)
- Drawing II (A208)
- Commercial Art (A310)
- Painting I (A317)
- Painting II (A318)
- Sculpture I (A216)
- Sculpture II (A219)

Art history courses;

- History of Art I (A203)
- History of Art II (A205)
- History of Art III (A301)
- History of American Art (A405)

Students must take nine credits from among the following:

Studio electives:

- Intro. to Ceramics (A106)
- Drawing III (A209)
- Drawing IV (A210)
- Computer Graphics (A211)
- Printmaking (A222)
- Photography I (A271)
- Photography II (A272)
- Figure Drawing I (A313)
- Figure Drawing II (A314)
- Painting III (A319)
- Painting IV (A320)
- Sculpture III (A316)
- Sculpture IV (A322)
- Art Internship (A450-A451)

Art (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Behavioral and Social Sciences Electives	6
Mathematics	6
Drawing I and II	6
Art Appreciation	3
Music Appreciation	3
Physical Education	<u>2</u>
	32
<i>Sophomore Year</i>	<i>Credits</i>
Behavioral and Social Sciences Electives	6
Foreign Culture	6
Design I and II	6
Speech	3
History of Art I and II	6
Physical Education	2
Electives	<u>3</u>
	32
<i>Junior Year</i>	<i>Credits</i>
Foreign Culture	3
Laboratory Science	6-8
Sculpture I and II	6
Painting I and II	6
History of Art III	3
History of American Art	3
Commercial Art	<u>3</u>
	30-32
<i>Senior Year</i>	<i>Credits</i>
Foreign Culture	3
Humanities Electives	3

Programs of Study

Art Electives	9
Electives	10-12
American Civilization	3
Portfolio Development	<u>3</u>
	31-33

The Bachelor of Arts Degree in Music allows students to specialize in music and music performance within the broader context of a liberal arts education.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must receive at least a 2.0 in all major courses and maintain an overall grade point average of 2.0. General Education requirements and residence requirements must be completed upon graduation.

The required courses for a major in music are:

Historical and Theoretical courses:

- Music Theory I-IV (MU161, MU163, MU261, MU263)
- Sight Singing/Ear Training I-IV (MU162, MU164, MU262, MU264)
- Introduction to Music Literature (MU271)
- Music History I-II (MU361, MU362)

One Upper level music elective chosen from the following:

- Counterpoint (MU362)
- Orchestration and Arranging (MU461)
- Conducting (MU462)

Music Electives (6 credits)

Performance courses:

- Primary Applied Music 8 credits
- Secondary Applied Music 2 credits
- Music Ensembles 6 credits
- Piano Proficiency requirement
- Senior Recital requirement

Music (suggested course schedule)

<i>Freshman Year</i>	<i>Credits</i>
Music Theory I, II	6
Sight Singing I, II	2
Primary Applied Music	2
Secondary Applied Music	1
Ensemble	2
Humanities Elective (MU271)	3
English Composition	6
Mathematics	6
Free Elective	3
Physical Education	<u>1</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Music Theory III, IV	6
Sight Singing III, IV	2
Primary Applied Music	2
Secondary Applied Music ¹	1
Ensemble	2
Foreign Culture	6
Speech	3
Social Science	3
Humanities Elective	3
Free Elective	3
Physical Education	<u>1</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Music History I, II	6
Primary Applied Music	2
Ensemble	2
Music Elective	3
Foreign Culture	6
Lab Science	6
Humanities Elective	3
Free Elective	2
Physical Education	<u>1</u>
	31

<i>Senior Year</i>	<i>Credits</i>
Upper level music course ²	3
Primary Applied Music	2
Recital ³	0
Ensemble ⁴	2
Music Elective	3
Humanities Elective	6
American Civilization	3
Social Science	6
Free Elective	3
Physical Education	<u>1</u>
	29

¹ See catalogue under "Basic Requirements for music majors" regarding minimum piano requirements.

² The student may choose from the following: Counterpoint (MU362), Orchestration (MU461), Conducting (MU462), or Composition (Independent Study).

³ Students must enroll in their primary applied area until completion of the recital requirement.

⁴ Students must enroll in their primary music ensemble until graduation.

The Bachelor of Arts Degree in Music Education (K - 12 Certification) is a professional program, stressing competence in teaching the full range of vocal, instrumental, and general music from kindergarten through high school.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 130 credits plus 4 credits of physical education unless exempted. In addition, students must receive a 2.0 in

Programs of Study

all major courses. However, an overall grade point average of 2.5 must be achieved before the student is eligible for the student teaching semester and subsequent graduation. General Education requirements and residence requirements must be completed upon graduation.

The required courses for a major in Music Education are:

Historical and Theoretical Courses:

- Music Theory I-IV (MU161, MU163, MU261, MU263)
- Sight Singing/Ear Training I-IV (MU162, MU164, MU262, MU264)
- Introduction to Music Literature (MU271)
- Music History I-II (MU361, MU362)
- Orchestration and Arranging (MU461)
- Conducting (MU462)

Music Education Courses:

- String Methods (MU275)
- Brass Methods (MU276)
- Woodwind Methods (MU277)
- Percussion Methods (MU278)

Performance Courses:

- Primary Applied Music 7 credits
- Secondary Applied Music 2 credits
- Music Ensembles 7 credits
- Piano Proficiency requirement
- Senior Recital requirement

Professional Preparation (Education) Courses:

- Intro. to American Education (EE221)
- Computers in the Classroom (SE320)
- Prof. Orient. & School Law (EE402)
- Developmental Psychology (PSY320)
- Psychology of Learning (PSY360)
- Teaching Music in the Elementary School (MU374)
- Teaching Music in the Secondary School (MU375)
- Reading Skills Test OR
- Reading in the Content Areas (SE356) OR
- Reading and Writing Across the Curriculum (SE360)

Professional Semester:

- Instructional Media (EE401)
- Direct Observation/Student Teaching (K-12) (EE404)
- Independent Study in Education (EE405)
- Practicum in Student Teaching (SE412)
- Teaching Exceptional and Multicultural Students (SE414)

General Music Education (K-12)¹ (suggested course schedule)

Freshman:

Fall	Credits
Music Theory I	3
Sight Singing I	1
Primary Applied	1

Secondary Applied	0.5
Music Ensemble	1
English Composition I	3
General Psychology	3
Foreign Culture	3
Physical Education	<u>1</u>
	16.5

Spring

Music Theory II	3
Sight Singing II	1
Intro. to Music Lit.	3
Primary Applied	1
Secondary Applied	0.5
Music Ensemble	1
English Composition II	3
Foreign Culture	3
Physical Education	<u>1</u>
	16.5

Sophomore:

Fall	Credits
Music Theory III	3
Sight Singing III	1
Primary Applied	1
Secondary Applied	0.5
Music Ensemble	1
Intro. to Sociology	3
Intro. to Speech	3
Foreign Culture	3
Intro. to American Ed.	<u>3</u>
	18.5

Spring

Music Theory IV	3
Sight Singing IV	1
Primary Applied	1
Secondary Applied ²	0.5
Music Ensemble	1
Developmental Psychology	3
Mathematics	3
Foreign Culture	3
Humanities Elective	<u>3</u>
	18.5

Junior:

Fall	Credits
Music History I	3
Primary Applied	1
Music Ensemble	1
Music in Elementary School	3
String Methods	1
Brass Methods	1
Computers in the Classroom	1
Mathematics	3
Physical Education	1
Physical Education	<u>1</u>
	16

Programs of Study

<i>Spring</i>	<i>Credits</i>
Music History II	3
Primary Applied	1
Music Ensemble	1
Music in Secondary School	3
Orchestration & Arranging	3
Woodwind Methods	1
Percussion Methods	1
Intro. to Geography	3
Science	<u>3</u>
	19

<i>Senior:</i>	
<i>Fall</i>	<i>Credits</i>
Conducting	3
Primary Applied	1
Music Ensemble ³	1
Recital ⁴	0
Prof. Orient. & School Law	2
Science	3
American Civ. I or II	3
Psychology of Learning	<u>3</u>
	16

<i>Spring</i>	<i>Credits</i>
Instructional Media	2
Techng. Excep./Mult. Cult.	2
Practicum/Student Teaching	1
Student Teaching (K-12)	<u>8</u>
	13

¹ Although it is possible to complete this curriculum in 8 semesters, it is recommended that 6-12 credits from the general core requirement be taken during one or more summer sessions.

² See catalogue under "Basic Requirements for Music Education majors" regarding minimum piano requirements.

³ Students must enroll in their primary music ensemble until graduation, excluding the student teaching semester.

⁴ Students must enroll in their primary applied area until completion of the recital requirement.

Communications:

Baccalaureate degree students may select from three majors within the **Speech Communication** program. Students choosing the Speech Communication major are preparing for careers in education, sales, advertising and business as well as work within health, social and government organizations. The Mass Communication major prepares students for careers in commercial broadcasting or industrial applications of sound and video. Students selecting the Public Relations major are preparing for careers in the field of public relations.

Requirements for Graduation: (120 credits)

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must receive a grade of 2.0 or better in their major courses and maintain an overall

grade point average of 2.0 in order to meet the requirements for graduation. In addition, a grade of 2.0 is required in E101, E102, and CM204. General Education requirements and residence requirements must be completed upon graduation.

Bachelor of Arts Degree in Mass Communication

The required courses for the Mass Communication major are:

Communication Theory (CM206)
 Mass Communication (CM211)
 Radio Production I (CM231)
 Video Production I (CM331)
 Media Management (CM410)
 Media Laws and Ethics (CM434)

In addition, students must select five support courses from the following offerings:

Computer Graphics (A211)
 Radio Practicum (CM132-CM135 - must take 3 one-credit courses)
 Radio Production II (CM241)
 Media Writing (CM332)
 News Writing and Production (CM340)
 Video Production II (CM341)
 Electronic News Reporting (CM355)
 Advanced Production (CM431)
 Communication Internship (CM450, CM451 - may apply only 3 credits)

Students must also complete an area elective requirement by selecting any two communication courses offered within the three majors.

Students must complete three courses in the humanities or social and behavioral sciences at the 200 level or above.

Students must choose 13 - 15 credits of free electives.

Mass Communication (suggested course schedule)

<i>Freshmen Year:</i>	<i>Credits</i>
English Composition	6
Mathematics/Lab Science	6-8
Behavioral Science Elective	3
Humanities Elective	3
Foreign Culture	3
Free Electives	3
American Civilization	3
Radio Practicum	2
Physical Education	<u>1</u>
	30-32

<i>Sophomore Year:</i>	<i>Credits</i>
Foreign Culture	3
Math/Lab Science	6-8

Programs of Study

Behavioral Science Electives	3
Support Courses	3
Introduction to Speech	3
Communication Theory	3
Literature Elective	3
Mass Communication	3
Radio Production I	3
Radio Practicum	1
Physical Education	<u>1</u>
	32-34

<i>Junior Year:</i>	<i>Credits</i>
Humanities Elective	6
Behavioral Science Electives	6
Support Courses	6
Video Production I	3
Area Electives	3
Free Electives	6
Physical Education	<u>1</u>
	31

<i>Senior Year:</i>	<i>Credits</i>
Humanities Electives	3
Behavioral Science Elective	3
Foreign Culture	6
Area Electives	3
Support Courses	6
Media Laws and Ethics	3
Free Electives	6
Physical Education	<u>1</u>
	31

Students must receive a grade of "2" or better in each course within the major and in E101, E102 and CM204 to qualify for graduation.

Bachelor of Arts Degree in Public Relations

The required courses for the Public Relations major are:

- Communication Theory (CM206)
- Public Relations (CM221)
- Writing for Public Relations (CM321)
- Persuasion (CM327)
- Advanced Public Relations (CM421)
- Media Laws and Ethics (CM434)

In addition, students are required to select five support courses from the following offerings:

- a. Students are required to complete three of the following offerings:
 - Mass Communication (CM211)
 - Public Speaking (CM212) **OR**
 - Communication Strategies (CM328)
 - Interpersonal Commun. (CM329) **OR**
 - Group Discussion (CM304)
- b. Students are required to complete any two of the following offerings:
 - Commercial Art (A310)

- Video Production I (CM331)
- Communication Internship (CM450,
CM451 - may apply only 3 credits)
- Principles of Marketing (MKT200)
- Corporate Video (CM347)

Students must also complete an area elective requirement by selecting any two communication courses offered within the three majors.

Students are required to complete three courses in the humanities or social and behavioral sciences at the 200-level or above.

Students must choose 13-15 credits of free electives.

Public Relations (suggested course schedule)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Mathematics/Lab Science	6-8
Behavioral Science Elective	3
Humanities Elective	6
Foreign Culture	3
American Civilization	3
Literature Elective	3
Physical Education	<u>1</u>
	31-33

<i>Sophomore Year:</i>	<i>Credits</i>
Lab Science/Mathematics	6-8
Foreign Culture	3
Introduction to Speech	3
Humanities Elective	6
Communication Theory	3
Public Relations	3
Support Courses	3
Free Elective	3
Physical Education	<u>1</u>
	31-33

<i>Junior Year:</i>	<i>Credits</i>
Humanities or Social Science Electives	3
Behavioral Sciences Electives	3
Foreign Culture	3
Writing for Public Relations	3
Persuasion	3
Support Courses	6
Area Electives	3
Free Electives	6
Physical Education	<u>1</u>
	31

<i>Senior Year:</i>	<i>Credits</i>
Foreign Culture	3
Humanities or Social Science Electives	6
Advanced Public Relations	3
Media Laws & Ethics	3
Support Courses	6

Programs of Study

Area Electives	3
Free Electives	6
Physical Education	<u>1</u>
	31

Students must receive a grade of "2" or better in each course within the major and in E101, E102, and CM204 to qualify for graduation.

Bachelor of Arts Degree in Speech Communication

The required courses for the Speech Communication major are:

- Communication Theory (CM206)
- Rhetoric and Public Address (CM207)
- Persuasion (CM327)
- Interpersonal Communication (CM329)
- Communication Seminar (CM402)

In addition, students are required to select six courses from the following offerings:

- Public Speaking Practicum (CM100-CM103 - 3 one-credit courses)
- Public Speaking (CM212)
- Nonverbal Communication (CM222)
- Group Discussion (CM304)
- Argumentation and Debate (CM310)
- Communication Strategies (CM328)
- Communication Internship (CM450, CM451 - may apply only 3 credits)
- Writing course (i.e. E220, E222, or E315)

Students must also complete an area elective requirement by selecting any two communication courses offered within the three majors.

Students are required to complete three courses in the humanities or social and behavioral sciences at the 200-level or above.

Students must choose 13-15 credits of free electives.

Speech Communication (suggested course schedule)

<i>Freshmen Year:</i>	<i>Credits</i>
English Composition	6
Mathematics/Lab Science	6-8
Behavioral Science Elective	3
Humanities Elective	6
Foreign Culture	3
American Civilization	3
Speech Practicum	1-2
Physical Education	<u>1</u>
	29-32

<i>Sophomore Year:</i>	<i>Credits</i>
Foreign Culture	3
Lab Science/Mathematics	6-8
Introduction to Speech	3

Humanities Elective	3
Communication Theory	3
Literature Elective	3
Competency Elective	3
Free Elective	6
Speech Practicum	2
Physical Education	<u>1</u>
	33-35

<i>Junior Year:</i>	<i>Credits</i>
Humanities or Social Science Electives	3
Behavioral Science Electives	6
Foreign Culture	3
Interpersonal Communication	3
Rhetoric and Public Address	3
Persuasion	3
Competency Electives	6
Area Elective	3
Physical Education	<u>1</u>
	31

<i>Senior Year:</i>	<i>Credits</i>
Foreign Culture	3
Humanities or Social Science Electives	9
Competency Electives	6
Communication Seminar	3
Area Electives	3
Free Electives	6-8
Physical Education	<u>1</u>
	31-33

Students must receive a grade of "2" or better in each course within the major and in E101, E102, and CM204 to qualify for graduation.

ASSOCIATE DEGREE PROGRAMS

The **Associate Degree in Art** consists of a two year program in the study of the basic principles of visual art through a variety of studio and art history courses.

Requirements for Graduation:

60 credits plus 2 credits of physical education unless exempted. Students must receive at least a 2.0 in all major courses and maintain an overall grade point average of 2.0.

The required courses for an associate degree in art are:

General Academic Requirements:

Art Appreciation (A101)

Studio courses:

- Design I (A107)
- Design II (A108)
- Drawing I (A207)
- Drawing II (A208)
- Sculpture I (A216)
- Sculpture II (A219)
- Painting I (A317)
- Painting II (A318)

Programs of Study

Art history courses:

- History of Art I (A203)
- History of Art II (A205)

Art (suggested course schedule)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Mathematics and/or Science	6
Design I and II	6
Drawing I and II	6
Social or Behavioral Sciences Elective	3
Art Appreciation	3
Physical Education	<u>1</u>
	31

<i>Sophomore Year:</i>	<i>Credits</i>
Communication Elective	3
Art History I and II*	6
Painting I and II	6
Sculpture I and II	6
Electives	6
Social or Behavioral Sciences Elective	3
Physical Education	<u>1</u>
	31

* Depending upon when offered these courses may be taken either the Freshman or Sophomore year.

An Associate degree is available in **Mass Communication**. Associate degree students will receive instruction in theory and skill development necessary for successful application in related work environments.

Requirements for Graduation:

60 credits plus 2 credits of physical education unless exempted. Students must receive at least a 2.0 in all major courses and maintain an overall grade point average of 2.0.

The required courses for the Associate degree in Mass Communication are:

- Mass Communication (CM211)
- Radio Production I (CM231)
- Video Production I (CM331)
- News Writing and Production (CM340)
- Electronic News Reporting (CM355)
- Media Writing (CM332)
- Radio Practicum (CM132-CM135; must take 3 one-credit courses)

In addition, students must complete the Associate Degree General Education requirements and earn a minimum of 60 credits, plus 2 credits of Physical Education unless exempted. Students must earn a 2.0 in all major courses and an overall grade point average of 2.0

Mass Communication (suggested course schedule)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Radio Practicum	1-2
Intro. to Speech	3
Social/Behavioral Science Electives	6
Humanities Elective	3
Science and/or Mathematics Electives	6-8
Free Elective	3
Physical Education	<u>1</u>
	29-32

<i>Sophomore Year:</i>	<i>Credits</i>
Radio Practicum	1-2
Radio Production I	3
Electronic News Reprinting	3
Video Production I	3
News Writing/Production	3
Media Writing	3
Mass Communication	3
Free Electives	9-11
Physical Education	<u>1</u>
	29-32

The **Associate Degree** with an emphasis in **music** allows the student to integrate music studies into a two year liberal arts program.

Requirements for Graduation:

60 credits plus 2 credits of physical education unless exempted. Required 2.0 (C) in all major courses. Cumulative average of 2.0 required for graduation.

The required courses for a music emphasis are:

- Historical and Theoretical Courses:
 - Music Theory I-IV (MU161, MU163, MU261, MU263)
 - Sight Singing/Ear Training I-IV (MU162, MU164, MU262, MU264)
 - Introduction to Music Literature (MU271)

Performance courses:

- Primary Applied Music 4 credits
- Secondary Applied Music 2 credits
- Music Ensembles 4 credits
- Piano Proficiency requirement

Music (suggested course schedule)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Music Theory I, II	6
Sight Singing I, II	2
Primary Instrument	2
Secondary Instrument	1
Performance Groups	2

Programs of Study

Mathematics or Science	6
Humanities Elective (MU271)	3
General Elective**	3
Physical Education	<u>1</u>
	32

<i>Sophomore Year:</i>	<i>Credits</i>
Music Theory III & IV	6
Sight Singing III & IV	2
Primary Instrument	2
Secondary Instrument	1
Performance Groups	2
Communication Elective	3
Behavioral and Social Sciences Elective	6
Music Electives*	3
General Electives**	6
Physical Education	<u>1</u>
	32

* Music electives may be chosen from applied music, music education, performance groups, and jazz history.

** General electives should be chosen from those areas of the student's interest which will strengthen career opportunities. Behavioral and social science electives should be chosen to combine with and strengthen the student's chosen interests and skills.

DEPARTMENT MINORS

A **minor in Art** allows a student to combine art courses with studies in another major.

Requirements:

The student may select five courses from the following:

- Design I (A107)
- Design II (A108)
- Drawing I (A207)
- Drawing II (A208)
- Sculpture I (A216)
- Sculpture II (A219)
- Painting I (A317)
- Painting II (A318)
- Computer Graphics (A211)
- Photography I (A271)
- Photography II (A272)

A **minor in Music** allows students to integrate music studies in conjunction with some other major.

Requirements:

Required 2.0 (C) in all major courses.

The required courses are:

- Historical and Theoretical Courses:
- Music Theory I & II (MU161 & MU163)
- Sight Singing/Ear Training I & II (MU162 & MU164)
- Introduction to Music Literature (MU271)
- One Music Elective (3 credits)

Performance courses:

Applied Music	2 credits
Music Ensembles	2 credits

The **minor in Speech** clearly complements almost any discipline. The minor combines the basic elements of human communication theory with the development of specific skills that permit effective communication in a variety of environments.

Speech Communication (15 credits)

- CM206 Communication Theory
- CM327 Persuasion
- One course from the following:
- CM306 Adv. Public Speaking
- CM311 Mass Communications
- CM329 Interpersonal Communication

Six credits from any speech communication or mass communication course beyond CM204, (May not include more than 3 credits of practicum.)

Minor in Public Relations (15 credits)

This cross-disciplinary minor provides a basic understanding of the related areas of public relations, advertising, marketing and persuasion.

- CM221 Public Relations
- CM327 Persuasion
- CM421 Adv. Public Relations
- MKT200 Prin. of Marketing
- MKT330 Advertising

DEPARTMENT OF NURSING

The Department of Nursing offers a baccalaureate degree program which leads to a Bachelor of Science with a major in nursing. High school graduates, transfer students, and students who hold degrees in other disciplines may apply to the program. Special programs are available for registered nurses and licensed practical nurses.

The purposes of the nursing program are: 1) to prepare qualified beginning professional nurses who will provide health service in a broad variety of health care settings; 2) to provide an education which prepares the graduate for advanced study in nursing; and 3) to provide an educational foundation which prepares the graduate to assume the responsibility for beginning leadership in nursing. The graduates of this program, except registered nurses who are already licensed, will be eligible to take the examination for licensure as a Registered Nurse in all states. In addition, the department administers a Master of Science in Nursing in affiliation with Villanova University.

Programs of Study

BACCALAUREATE DEGREE PROGRAM

The baccalaureate program in nursing is approved by the Pennsylvania State Board of Nursing and accredited by the National League for Nursing. The nursing major is a highly structured and academically intensive program. It requires motivation, investment of time, and a strong commitment to learning.

Students who are admitted to the nursing major as freshmen without any college credits, and who meet the academic requirements per catalog schedule, are assured of enrollment in clinical nursing courses. For all other students there may be waiting lists for enrollment in clinical courses based on date of matriculation into the nursing major.

Admission to York College of Pennsylvania does not automatically ensure progression to the nursing clinical courses which begin at the second semester of the sophomore level. To enroll in the first clinical course, Basic Principles of Nursing (N210), students must have a 2.8 cumulative average and must have completed the following courses with at least a C (2): Psychology (PSY100), Sociology (SOC100), Chemistry (CHM111 and CHM112), Anatomy and Physiology (BS212), Microbiology (BS241), Human Development and Health Care (N201), Nutrition in Health Care (N202), and College Algebra (MAT105) or College Math (MAT110). Note that while completion of one math course is needed to begin the course, N210, both math courses must be completed with a C (2) or better for graduation.

To remain in and progress through the Nursing major, a C (2) or better must be obtained in each required support and nursing course and the student must carry a cumulative average of 2.8. To pass all clinical nursing courses, a student must receive a satisfactory grade (2) for both the classroom and laboratory components of the course. A student who has received less than a C (2) in any nursing course will be permitted to repeat the course only one time.

All students who interrupt the suggested progression of courses for any reason must submit a letter of intent to the Chairperson of the Department of Nursing before they will be eligible to register for any course in the nursing major at a later time. It should be noted that if there is a delay in the completion of required courses, there is no guarantee that degree requirements will remain constant although efforts will be made to accommodate each individual.

It is a policy of the Pennsylvania State Board of Nursing not to issue a license to an applicant who has been convicted of a felonious act.

DEPARTMENT OF NURSING POLICIES

HEALTH CERTIFICATION

All nursing majors are expected to adhere to stated Department of Nursing health policies. These are required by the Pennsylvania State Board of Nursing and the contractual agencies for clinical laboratory practice. The requirements are stated in the Department of Nursing Student Handbook and are listed in a student health handout available in the

Department office. Also available are the forms to be completed. All students must be certified by a physician and dentist to be of good health and capable of active participation in clinical experiences. The usual college admission physical examination is also required. In order to reduce the risk from exposure to the Hepatitis B virus all students are required to show proof of completion of the series of Hepatitis B vaccination or to sign a form indicating refusal of the vaccination.

For students who enroll in the first clinical nursing course (N210) in the fall semester, medical and dental materials are due on August 1 prior to that semester and yearly thereafter on that date. For students who enroll in N210 in the spring semester, the materials are due December 1 prior to that semester and yearly thereafter on that date. Any student who has not submitted the necessary reports to the Nursing Department Office will not be permitted in nursing practice facilities, including simulated laboratories, until required materials have been submitted. The student will receive an unsatisfactory/unexcused absence from clinical laboratory for each day missed.

CPR AND FIRST AID CERTIFICATION

All students enrolling in nursing practice courses are required to be certified in CPR and all students not licensed are required to be certified in First Aid. The August 1 and December 1 deadlines stated under Health Certification apply. Any student who has not submitted evidence of certification will not be permitted in nursing practice facilities, including simulated laboratories, until required materials have been submitted. The student will receive an unsatisfactory/unexcused absence from clinical laboratory for each day missed.

TRANSPORTATION

All students must provide their own transportation to all nursing practice facilities beginning with the sophomore year. Students must abide by agency parking regulations.

LIABILITY INSURANCE

All students in the sophomore, junior, and senior years who are registered for clinical courses must carry liability insurance payable to the College Business Office.

UNIFORMS

Uniforms must be worn during planned nursing practice assignments supervised by YCP nursing faculty. Specific uniform policies and requirements will be discussed at the beginning of the first nursing practice course. Students must purchase uniforms and laboratory supplies in preparation for nursing practice assignments.

MISCELLANEOUS

Other costs may include fees for standardized tests, medical insurance, immunizations, the graduate pin, meals at nursing practice facilities, subscriptions to professional journals, parking at some nursing practice facilities, textbooks, reference books, and the application for the State Board Examination.

Programs of Study

Bachelor of Science Degree with a major in Nursing

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 128 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2 (C) average in all required courses for the major, earn a cumulative GPA of 2.8, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Nursing major are:

PSY100	General Psychology*
SOC100	Introduction to Sociology*
CHM111 and CHM112	Concepts of Chemistry*
BS212 and BS213	Anatomy and Physiology*
BS241	Microbiology*
BEH260	Statistics*
N201	Human Development and Health Care
N202	Nutrition in Health
N210	Basic Principles in Nursing Practice**
N307	Nursing Concepts: Chronic Health Problems
N308	Nursing Practice: Adults with Chronic Health Problems
N317	Nursing Concepts: Parent Child Health
N318	Nursing Practice: Nursing Practice Parent Child Care
N407	Nursing Concepts: Acute Health Problems
N408	Nursing Practice: Adults with Acute Health Problems
N411	Leadership in Professional Nursing
N412	Research and Professional Nursing Practice
N417	Nursing Concepts: Community Health
N418	Nursing Practice: Community Health
N425	Nursing Concepts: Psychiatric/Mental Health
N426	Nursing Practice: Psychiatric/Mental Health
N450	Nursing Practicum

*Courses also meet the general education requirement.

**Note prerequisites stated in narrative.

Nursing (suggested course schedule) (Effective Freshmen Entering Fall 1993)

FRESHMAN YEAR

Fall Semester	Credits	Lec	Lab
Eng Comp E101	3	3	0
Math MAT105	3	3	0
Gen Psych PSY100	3	3	0
Chem CHM111	4	3	3
Phys Ed	1		
American Civ	3	3	0
	17		

Spring Semester	Credits	Lec	Lab
Eng Comp E102	3	3	0
Math MAT110	3	3	0
Sociology SOC100	3	3	0

Chem CHM112	4	3	3
Humanities	3	3	0
	17		

SOPHOMORE YEAR

Fall Semester	Credits	Lec	Lab
A and P BS212	4	3	3
Microbiology BS241	4	3	3
Human Develop N201	3	3	0
Nutrition N202	3	3	0
Speech CM204	3	3	0
Phys Ed	1		
	18		

Spring Semester	Credits	Lec	Lab
A and P BS213	4	3	3
For Cult/Lang	3	3	0
Humanities	3	3	0
Basic Prin N210	5	3	6
Phys Ed	1		
	16		

JUNIOR YEAR

Fall Semester	Credits	Lec	Lab
Concepts: Chronic Health Problems N307	3	3	0
Practice: Adults/Chronic Health N308	5	1	12
Behav Sci	3	3	0
For Cult/Lang	3	3	0
Free Elective	3		
	17		

Spring Semester	Credits	Lec	Lab
Concepts: Parent Child Health N317	3	3	0
Practice: Parent Child Care N318	5	1	12
Statistics BEH260	3	3	0
Humanities	3	3	0
For Cult/Lang	3	3	0
	17		

SENIOR YEAR

Fall Semester	Credits	Lec	Lab
Concepts: Acute Health Problems N407	2	2	0
Practice: Adults/Acute Health N408	4	1	9
Leadership N411	3	3	0
Nsg Practicum N450	3	1	6
For Cult/Lang	3	3	0
	15		

Spring Semester	Credits	Lec	Lab
Concepts: Comm Hlth N417	2	2	0
Practice: Comm Hlth N418	4	1	9
Research/Nurs N412	3	3	0

Programs of Study

Psych/MH Concepts N415	2	2	0
Psych/MH Practice N426	<u>4</u>	1	9
	15		

PROGRAM OF STUDY FOR THE LICENSED PRACTICAL NURSE

Licensed practical nurses who are granted advanced placement must maintain a current license issued by the Pennsylvania State Board of Nursing. Licensed practical nurses have the opportunity to earn credit for the sophomore level (200) nursing courses by exam. In addition to the above stated courses, the student must complete:

- N220 Health Assessment Skills for the Licensed Practical Nurse

BACCALAUREATE DEGREE COMPLETION PROGRAM FOR REGISTERED NURSES

The Department of Nursing offers a program that facilitates the progress of the registered nurse student who wishes to obtain the baccalaureate degree. The program offers flexibility, opportunity to earn credit by NLN mobility exams for the sophomore and junior level (200 and 300) nursing courses, acceptance of transfer courses earned prior to admission, and opportunity to earn general education credits through CLEP examinations.

The program is presented at York College as well as through telecommunication resources to selected work sites. Student records will be assessed individually for program planning of necessary requirements. All nursing challenges must be successfully completed prior to beginning any clinical course (N455 or N456) and registered nurse licensure in Pennsylvania is required. Students are also required to show evidence of having purchased liability insurance.

Students must complete the following at York College of Pennsylvania:

- N320 Health Assessment Skills for the Registered Nurse
N421 Leadership in Professional Nursing/RN
N422 Research and Professional Nursing Practice/RN
N455 Acute Care Concepts/Practice for the Registered Nurse
N456 Community Concepts/Practice for the Registered Nurse
N430 Selected Topics in Health Related Issues
AND/OR
N499 Independent Study

PHYSICAL SCIENCES DEPARTMENT

The Physical Sciences Department offers programs leading to the Bachelor of Science degree with majors in Chemistry, Engineering Management, Mathematics,

Mechanical Engineering, Medical Technology, Physical Science (with concentrations in chemistry, earth and space / geographical sciences, mathematics, physics, or pre-dentistry / pre-medicine), Secondary Education General Science, and Secondary Education Mathematics. A Chemistry major or a Physical Science major with a concentration in Chemistry, may also complete a minor in Criminalistics as preparation for graduate or professional work in forensics. The Medical Technology program includes three years of classroom and laboratory instruction followed by one year of hospital clinical study. Two year curricula leading to the Associate of Science degree are offered in Chemistry, Engineering, and Physics.

Effective in the Fall of 1995, the department will offer a program leading to the Bachelor of Science degree with a major in Mechanical Engineering. Career options in mechanical engineering include product research and development, materials characterization and engineering; energy production, utilization, and management; automation controls and instrumentation design; the design and production of advanced manufacturing facilities and equipment; and graduate study in engineering, business, law, or medicine.

York College also maintains a combined plan affiliation with the School of Engineering and Applied Sciences of Columbia University. The combined plan allows a student to devote three years to the study of liberal arts and sciences at York College before transferring to Columbia University for two years of engineering or science studies. This 3-2 (five year) program leads to a Bachelor of Science degree from York College and a Bachelor of Science degree with a major in engineering or applied science from Columbia University.

Bachelor of Science Degree in Chemistry

The Chemistry Major is designed to prepare students for graduate or professional studies or for employment as a chemist. The program of study closely follows the guidelines outlined by the American Chemical Society.

Requirements for Graduation:

To be eligible for graduation, students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. Students must earn a grade of 2.0 (C) or higher in all courses required for the major as well as in E101. In addition students must maintain a 2.0 or higher cumulative GPA and satisfy the residence and General Education requirements of the College.

The courses required for the Bachelor of Science Degree in Chemistry are:

Required major courses:

- CHM131 General Chemistry I*
CHM132 General Chemistry II*
PHY121 or PHY131 General or Eng. Physics I*
PHY122 or PHY132 General or Eng. Physics II*
CHM231 Organic Chemistry I
CHM232 Organic Chemistry II
MAT171 Calculus I

Programs of Study

MAT172	Calculus II
MAT250	Statistics
MAT271	Calculus III
CHM333	Quant. Analytical Chemistry
CHM334	Instrum. Analytical Chemistry
CHM341	Physical Chemistry I
CHM342	Physical Chemistry II
CHM443	Inorganic Chemistry
CHM481	Independent Study
PSC473	Physical Science Seminar

One course from the following:

CHM433	Advanced Organic Chemistry
CHM482	Independent Study
CHM498	Chemistry Internship
BS304	Biochemistry

**Two of these fulfill general education requirements.*

The **Physical Science Major with a concentration in Chemistry** is another option for students seeking a four year degree with a significant amount of coursework in Chemistry. See Physical Science concentration majors later in this section.

Chemistry (suggested course schedule)

<i>Freshman Year:</i>	<i>Credits</i>
General Chemistry	8
Physics	8
Calculus	8
English Composition	6
Physical Education	<u>1</u>
	31

<i>Sophomore Year:</i>	<i>Credits</i>
Organic Chemistry	8
Calculus	4
Statistics	3
Speech	3
Foreign Culture (Language Recommended)	6
Humanities Electives	3
American Civilization	3
Physical Education	<u>1</u>
	31

<i>Junior Year:</i>	<i>Credits</i>
Physical Chemistry	8
Quantitative Analytical Chemistry	4
Instrumental Analytical Chemistry	4
Foreign Culture	6
Behavioral and Social Sciences Electives	9
Physical Education	<u>1</u>
	32

<i>Senior Year</i>	<i>Credits</i>
Inorganic Chemistry	3

Physical Sciences Seminar	3
Independent Study	3
Chemistry Elective	3
Free Electives	8
Behavioral and Social Sciences or Humanities Electives	9
Physical Education	<u>1</u>
	30

Bachelor of Science Degree in Engineering Management:

The Engineering Management Program has been designed for those students who wish to pursue a career in management with companies involved in technical production.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in both components of the Engineering Management major, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, and complete the General Academic Requirements of the College.

The required courses for the Engineering Management major are:

General Education Requirements

E101	English Composition I
E102	English Composition II
CM204	Speech
ECO200	Principles of Economics—Macro
ECO201	Principles of Economics—Micro
H221	History American Civ. I OR
H222	History American Civ. II
	Humanities Electives (9 credit hours)
	Social & Behavioral Science Electives (6 credit hours)
	Foreign Culture Electives (12 credit hours)

Management Component

MKT200	Principles of Marketing
ACC210	Elementary Accounting I
ACC215	Elementary Accounting II
MGT250	Principles of Management
MAT250 or QBA260	Statistics
BUS345	Business Law
MGT320	Human Resource Management or
MGT330	Labor Relations
MGT350	Operations Management
MGT375	International Management
BUS495	Business Policy

Engineering Component

MAT171	Analytic Geometry and Calculus I*
MAT172	Analytic Geometry and Calculus II*
MAT271	Analytic Geometry and Calculus III
PHY131	Engineering Physics I*
PHY132	Engineering Physics II*
CHM131	General Chemistry*

Programs of Study

EGR101	Engineering Practice and Design Studio I
EGR102	Engineering Practice and Design Studio II
EGR103	Engineering Practice and Design Studio III
EGR251	Statics
EGR263	Materials Science
IFS165	Fortran

Business Policy	3
General Academic Requirement Electives	12
Free Electives	6-8
Internship (optional)	<u>TBA</u>
	24-26

Engineering Elective (3-4 credit hours)—Students must select one course from the following:

MAT272	Differential Equations
EGR252	Dynamics
PHY232	Modern Physics
EGR230	Electrical Circuits
EGR264	Strength of Materials

Courses marked with an * may be used to fill General Academic Requirements.

Engineering Management (suggested course schedule)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Speech	3
Analytic Geometry and Calculus	8
Engineering Practice and Design Studio	9
Chemistry	4
Engineering Physics	4
Statics	3
American Civilization	3
General Academic Requirement Elective	3
Physical Education	<u>2</u>
	45
(includes 8-week summer period)	

<i>Sophomore Year</i>	<i>Credits</i>
Elementary Accounting	6
Principles of Economics	6
Analytic Geometry and Calculus	4
Principles of Marketing	3
Principles of Management	3
Engineering Physics	4
Engineering Elective	3-4
General Academic Requirement Elective	3
Physical Education	<u>2</u>
	34-35

<i>Junior Year</i>	<i>Credits</i>
Business Law	3
Statistics	3
Materials Science	4
FORTAN	2
Communications and Report Writing	3
Human Res Man or Labor Relations	3
Operations Management	3
General Academic Requirement Electives	<u>9</u>
	30

<i>Senior Year</i>	<i>Credits</i>
International Management	3

Bachelor of Science Degree in Mathematics:

The Major in Mathematics is modeled after the requirements of the Mathematical Association of America. It is designed to prepare students for either a career in Mathematics or to continue their studies in graduate school. The program provides a solid core of Calculus, Algebra, and Mathematical Structures. Electives may be chosen in the areas of Probability/Statistics, Geometry, and Numerical or Complex Analysis.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2.0 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement and complete the General Education Requirements of the College.

The required courses for the Mathematics major are:

MAT171*, MAT172*, MAT271	Calculus and Analytic Geometry
MAT230	Exploring Mathematics with the Computer
MAT260	Elementary Linear Algebra
MAT272	Differential Equations
MAT280	Mathematical Structures
MAT361	Abstract Algebra I
MAT371, MAT372	Advanced Calculus I & II
MAT390	History of Mathematics

Math Electives: 12 credits at the 300 and 400 level.

Laboratory Sciences: PHY131*, PHY132* Engineering

Physics I & II

Free Electives: 18 credits

Courses marked with an * fulfill General Education Requirements.

Mathematics (suggested course sequence)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Calculus I & II	8
Humanities, Behavioral and Social Sciences	6
Foreign Culture	6
American Civilization I or II	3
Physical Education	<u>2</u>
	31

<i>Sophomore Year:</i>	<i>Credits</i>
Speech	3
Calculus III	4

Programs of Study

Differential Equations	4
Elementary Linear Algebra	3
Humanities, Behavioral and Social Sciences	3
Foreign Culture	6
Exploring Math with the Computer	3
Mathematical Structures	3
Physical Education	<u>2</u>
	31

<i>Junior Year</i>	<i>Credits</i>
Engineering Physics I & II	8
Advanced Calculus I & II	6
Abstract Algebra I	3
History of Mathematics	3
Mathematics Electives at 300 or 400 level	6
Humanities, Behavioral and Social Sciences	<u>6</u>
	32

<i>Senior Year</i>	<i>Credits</i>
Mathematics Electives at 300 or 400 level	6
Humanities, Behavioral and Social Sciences	6
Electives	<u>18</u>
	30

Bachelor of Science Degree in Mechanical Engineering:

Engineers are problem solvers. They synthesize ideas, make decisions, design systems, and create solutions to problems, all within the framework of real-world constraints. These constraints include economic and environmental factors, safety, reliability, ethics, aesthetics and social impact. Engineers graduating for work in the 21st century must understand the implications and interaction of these constraints within the framework of our technology-dependent society.

Mechanical engineering, the broadest of all engineering disciplines, has long played a key role in adapting scientific knowledge to societal needs. In virtually every sector of our economy, mechanical engineers draw upon mathematics and basic science to design machines, processes, and systems of all types to do mechanical work. One such area is the energy sector which includes the design of turbines, engines and nuclear reactors; the development of power transmission networks, heating and cooling systems, and refrigeration devices; and the design and construction of all types of machines used in transportation including land, sea, air, and space vehicles.

In addition, mechanical engineers are involved in selecting the materials for, and ensuring the structural integrity of, almost every manufactured product—from the lightweight, high strength aluminum alloy skin of a jumbo jet, to the durable impact-energy absorbing material of a running shoe. In research laboratories and academic institutions, mechanical engineers are involved in the development and fabrication of new solid and fluid materials subject to, as never before, greater physical extremes such as temperature and wear.

The fall of 1995 marks the inauguration of the York College Program in Mechanical Engineering leading to the Bachelor of Science degree with a major in Mechanical Engineering. The

entering student will participate in an effective and rigorous program of study in science, mathematics and engineering, all within a balanced framework of general education courses in the humanities, foreign culture, and the behavioral and social sciences.

Mechanical engineering career options include product research and development; materials characterization and engineering; energy production, utilization and management; automation controls and instrumentation design; the design and production of advanced manufacturing facilities and equipment; and graduate study in engineering, business, law, or medicine.

The York College Mechanical Engineering program is a four-year* ABET† accredited degree program that includes a required component of co-op† (engineering cooperative work experience) for every engineering major. The program is supported, in part, by an active partnership† of regional industrial and business organizations that provide financial resources for program laboratory development† and co-op opportunities for students.

In addition to co-op, engineering students will undergo regular exposure to the profession and practice of engineering. This will occur through client-based course-related design projects as well as strong involvement with professional societies (such as ASME and SAE) including seminars, field trips, dinner meetings, and student-chapter activities such as design competitions.

**As with degree programs at most academic institutions, students may elect to complete the requirements for their degree within a reasonable time frame longer than the designated nominal time of study.*

†See details later in this section.

Policy on Admission to Mechanical Engineering

Students accepted for admission to the program in mechanical engineering at York College will be placed in one of two groups—those fully admitted to engineering and those provisionally admitted to engineering.

Full Admission to the Engineering Program:

Traditional freshman students as well as “non-traditional” students who meet all the criteria for admission to the Engineering major (given below) will be considered fully admitted students as they enter the program.

Criteria for Admission to the Engineering Program:

- High school academic performance including class rank and quality of courses taken
- Minimum high school (or equivalent) preparation will include:
 - a. Three years of laboratory science (physics strongly recommended),
 - b. Four years of mathematics normally covering elementary and intermediate algebra, plane geometry and trigonometry,
 - c. Four years of English.
- SAT or ACT scores.

Programs of Study

- High school recommendations.
- Personal qualities and extracurricular record.

Provisional Admission to the Engineering Program:

A student will be admitted to the engineering program on a provisional basis if, for one reason or another, that student does not satisfactorily meet all the above criteria, but enough evidence exists to suggest that he or she has the potential to succeed in mechanical engineering, given a carefully supervised program of study which may include remedial courses. With permission of the Program Coordinator, such a student may enroll in lower division (level 100 or 200) engineering courses. (In fact, for most lower-division engineering students, there will be no apparent distinction between provisionally admitted and fully admitted engineering majors.)

To move from provisional status to fully admitted status the student, during his or her first two years of study, must earn at least three grades of B (or better) in the eight courses listed below, with at least one B in each of the two categories given. Upon completion of this requirement within the first two years, the student will be designated as a mechanical engineering major and may continue toward completion of the program.

Category I: Mathematics

MAT 172 - Calculus II

MAT 271 - Calculus III

MAT 272 - Differential Eqs.

Category II: Engineering Science

EGR 251 - Statics

EGR 252 - Dynamics

EGR 263 - Materials Science

EGR 264 - Strength of Materials

EGR 280 - Electrical Circuits

In cases where this requirement is not met prior to the third year of study, a thorough review of the student's academic record will be undertaken to determine if that student's mathematical-skills are sufficient for 300-level course work. If those skills are found to be insufficient, the student will not be allowed to continue in the program. In some special cases, remedial course work may be prescribed. Subsequent to this, another review of the student's academic qualifications would occur.

Engineering Math Skills Assessment

Prior to the beginning of classes, all students pursuing an engineering major will sit for the Engineering Math Skills Assessment. This assessment is a test of algebraic skills and is approximately 45 minutes in duration. It will be used as an advising tool both prior to, and during, the time the student is enrolled in engineering. It will also provide a data base for future evaluation of engineering student performance. The Engineering Math Skills Assessment will be administered during the new-student orientation periods which occur in spring and fall prior to the beginning of the school year. It is recommended that students who have questionable math

skills take this evaluation in the spring so that any math deficiencies may be remedied prior to the fall semester.

Curriculum

The Bachelor of Science with a major in Mechanical Engineering requires 142 credit hours of academic courses, 6 credits of co-op, and 4 credits of physical education unless exempted. To be eligible for graduation, students must maintain at least a 2.0 (C) average in their engineering courses, earn a cumulative GPA of 2.0 or better, satisfactorily complete three full semesters of co-op, satisfy the College's residence requirement, and complete the General Academic Requirements of the College. Co-op begins for all engineering majors during the summer between their sophomore and junior years. To be eligible for co-op, a student must have a GPA of 2.0 or better.

The curriculum provides a balance of courses in three areas:

- science, basic engineering and applied mathematics
- humanities and social sciences
- professional engineering practice.

The required courses in these areas are given immediately below and in the program-of-study section.

The required courses for the Bachelor of Science degree with a major in Mechanical Engineering are:

General Education Requirements (45 credit hours)

E101 & E102 English Composition I & II

CM 204 Speech

H 221 History American Civ. I **OR**

H 222 History American Civ. II

Humanities Requirement: Ethics

Humanities Electives (6 - 9 credit hours)

Social Science Requirement: Economics

Social and Behavioral Science Electives (6-9 credit hours)

Foreign Culture Electives (12 credit hours)

Science and Mathematics Component (31 credit hours)

CHM 131 General Chemistry I

PHY 131 Engineering Physics I

PHY 132 Engineering Physics II

MAT 171 Analytic Geometry and Calculus I

MAT 172 Analytic Geometry and Calculus II

MAT 271 Analytic Geometry and Calculus III

MAT 272 Differential Equations

Engineering Component (72 credit hours)

EGR 101, 102 & 103 Engineering Practice and Design Studio (EPADS) I, II & III

EGR 251 Statics

EGR 252 Dynamics

EGR 263 Materials Science

EGR 264 Strength of Materials

EGR 265 Materials and Solids Laboratory

EGR 230 Electrical Circuits

EGR 290 Engineering Career Training Preparation

EGR 225 Thermodynamics

Programs of Study

EGR 231	Mechatronics
EGR220	Engineering Analysis
EGR221	Application of Probability and Statistics
EGR320	Numerical Methods
EGR310	Fluid Mechanics
EGR311	Thermo/Fluids Laboratory
EGR330	Machine Design
EGR400 & 401	Senior Design I & II
EGR410	Heat Transfer
EGR411	Thermal System Design
EGR420	Dynamics of Physical Systems
EGR491, 492 & 493	Engineering Cooperative Work Experience (Co-op) I, II & III
IFS 165	Fortran Programming
Engineering Elective	

Engineering Career Training Preparation	1
Physical Education	<u>1</u>
	19

Summer

Co-op I	2
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Junior Year

Credits

Fall

Engineering Analysis	3
Thermodynamics	3
Engineering Economics	3
Appl. Probability and Statistics	3
Mechatronics	<u>3</u>
	15

Spring

Co-op II	2
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Summer

Numerical Methods	3
Fluid Mechanics	3
Thermo/Fluids Lab	1
Ethics	3
Machine Design	4
General Academic Requirement Elective	<u>3</u>
	17

Senior Year

Credits

Fall

Co-op III	2
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Spring

Senior Design I	3
Heat Transfer	3
Thermal System Design	2
General Academic Requirement Electives	<u>9</u>
	17

Summer

Senior Design II	3
Dynamics of Physical Systems	3
Engineering Elective	3
General Academic Requirement Electives	<u>6</u>
	15

Mechanical Engineering (suggested course schedule)

Freshman Year Credits

Fall

English Composition I	3
Analytic Geometry and Calculus I	4
Engineering Practice and Design Studio I	3
General Chemistry I	4
General Academic Requirement Elective	3
Physical Education	<u>1</u>
	18

Spring

English Composition II	3
Analytic Geometry and Calculus II	4
Engineering Practice and Design Studio II	3
Engineering Physics I	4
General Academic Requirement Elective	3
Physical Education	<u>1</u>
	18

Summer

Speech	3
Statics	3
Engineering Practice and Design Studio III	<u>3</u>
	9

Sophomore Year

Credits

Fall

Analytic Geometry and Calculus III	4
Materials Science	4
Engineering Physics II	4
FORTAN	2
General Academic Requirement Elective	3
Physical Education	<u>1</u>
	18

Spring

Differential Equations	4
Dynamics	3
Strength of Materials	3
Materials and Solids Laboratory	1
Electrical Circuits	3
General Academic Requirement Elective	3

Engineering Cooperative Work Experience (Co-op)

An engineering cooperative work experience (co-op) is a requirement for all engineering students at York College. Through this program, students have the opportunity to gain practical hands-on experience in industry and other engineering-related enterprises prior to graduation. After their first two years of study, students will alternate their academic semesters with paid, professional engineering work experience in industry. Three semesters of co-op are required for graduation. This requirement may be waived for students with a history of qualified engineering work. The student is required to document the work carried out during each co-op semester in a report to be submitted upon return to classes the following semester. The report is to be signed by the student, the indus-

Programs of Study

trial mentor, and the monitoring faculty person assigned to the student. All co-op reports are kept on file by the College for purposes of accreditation.

Students are free to choose any geographical location for co-op and are encouraged to seek co-op opportunities abroad with U.S.-based companies that carry out international engineering operations. Locally, an organization of approximately 20 companies (see below) advises and supports the development of the mechanical engineering program, and provides co-op employment opportunities for York College engineering students.

In addition to helping the student prepare for more sophisticated academic work, co-op provides the student with

- opportunities to explore career options
- a salary to help meet college expenses
- a better understanding of the engineering profession
- an edge in the job market.

York's Partnership With Industry

The mechanical engineering program at York College enjoys a close and active involvement with local industry. An Industry Advisory Council (IAC) helps to support and implement the engineering program at York College. Part of the IAC Charter is to provide significant capital resources for engineering laboratory facilities as well as co-op opportunities for York's engineering students.

Members of the IAC include: AMP Incorporated, Caterpillar, Cooper Tools-Campbell Chain, Donsco, Inc., FES Inc., Flinchbaugh Engineering, Harley-Davidson, McClarin Plastics, New Standard Corporation, The Pfaltzgraff Company, P.H. Glatfelter Company, Precision Components Corporation, Robert A. Kinsley, Inc., SKF USA, Tighe Industries, United Defense/LP-Combat Systems Division, Voith Hydro, Weldon Machine Tool Inc., York Hospital, and York International Corporation.

Engineering Facilities

Engineering programs are facility intensive. Engineering students are continually involved in some aspect of hands-on laboratory and/or design project activity. With the inaugural engineering program, state-of-the-art engineering laboratory equipment, computational facilities, and design project work areas will be provided to coincide with individual course needs as the program grows. Facilities to be developed include: a design projects laboratory for use beginning with the freshman year; an upgraded CAD laboratory; a machine shop; an upgraded physics laboratory in electricity and magnetism; an electrical circuits laboratory; a solid body mechanics laboratory; a materials science laboratory; a laboratory for mechatronics and digital electronics applications; a thermodynamics and fluids laboratory; a systems, controls, and robotics laboratory; and enhanced library holdings of books and journals.

Accreditation

The Accreditation Board for Engineering and Technology (ABET) is responsible for the accreditation of education programs leading to degrees in engineering. Accreditation may be

applied for only after students have graduated from the program. Once obtained, such accreditation extends to prior graduates of the program. Every effort is underway to obtain ABET accreditation at the earliest possible date.

Students graduating from ABET accredited engineering programs are eligible to become registered professional engineers. The first part of this process involves taking the Engineer-in-Training (EIT) part of the professional engineer's qualifying examination. Arrangements will be made for graduating seniors to sit for the EIT examination prior to leaving York College.

Bachelor of Science Degree in Medical Technology:

Students pursuing a B.S. in Medical Technology complete three years of study at the College followed by a fourth Clinical year of study in a hospital medical technology program.

A Medical Technologist performs tests under the direction of pathologists, physicians or scientists who specialize in clinical chemistry, microbiology, diagnosis of disease, and other biological sciences. Upon attaining the B.S. Degree and passing the National Registry Examination, the Medical Technologist is qualified to work in medical laboratories in hospitals or private facilities, research laboratories, industrial laboratories, and many others.

Students pursuing the Bachelor of Science Degree in Medical Technology spend three years at the College followed by a fourth Clinical year of study at an approved School of Medical Technology. During the summer before the junior year, students arrange with the Medical Technology Coordinator to apply for the senior Clinical year. The College cannot guarantee acceptance at the hospital since enrollment is limited by the size of the hospital-based program. However, the College assists in placing students in a clinical program. Selection criteria used by hospitals for Clinical year candidates include student's cumulative GPA, letters of recommendation, personal interviews, and college affiliation. For more details, see Requirements for Graduation below.

Should a student elect not to continue in the Medical Technology Program or not be admitted to the hospital-based professional program, the student can easily switch to a Biology, Chemistry or Physical Science major. Students not accepted for the Clinical year of study may reapply the following year.

The Clinical year is normally a twelve-month program beginning in August of a student's senior year. Students will register with the college during the Clinical year of study; however, no tuition if remitted to the College. The College Financial Aid Office remains available for assistance. Students are permitted to participate in the formal spring graduation ceremony at the College even though the Clinical year program is still in progress.

York College is affiliated with York Hospital, York, PA; Medical College Hospitals, Elkins Park, PA; Lancaster General Hospital, Lancaster, PA; and Polyclinic Medical Center, Harrisburg, PA. The programs of study vary somewhat with each hospital. Students may pursue the senior clinical year of study at the affiliate hospitals or NAACLS accredited non-affiliate programs.

Programs of Study

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 126 credits plus 4 credits in physical education unless exempted. During the summer before the junior year students must apply to a hospital medical technology school (NAACLS accreditation required) for admission to the senior Clinical year program. A minimum GPA of 2.5 is required for eligibility; however, students are encouraged to maintain a 3.0 GPA in order to be competitive in these programs. All general education requirements of the College and all required courses for the major (except MT401-6) must be completed before the student enters the senior Clinical year.

The courses required by the Physical Sciences Department for the Medical Technology major during the three years of study on-campus are:

BS120	Biology I*
BS241	Microbiology
BS301	Animal Physiology
BS302	Immunology
BS304	Biochemistry
CHM131-2	General Chemistry I* and II*
CHM231-2	Organic Chemistry I and II
CHM334	Analytical Chemistry
MAT105	College Algebra*
MAT110	College Mathematics*
MAT250	Statistics
PSY100	General Psychology*
SOC100	Introduction to Sociology*

It is highly recommended that students complete more than the required credits needed for graduation by taking:

IFS105	Principles of Computer Information Systems
CHM333	Quantitative Analytical Chemistry
BS242	Genetics

The required courses (32 credits) during the Clinical year are:

MT401	Clinical Microbiology
MT402	Clinical Chemistry
MT403	Clinical Hematology / Coagulation
MT404	Clinical Immunohematology
MT405	Clinical Immunology / Seriology
MT406	Clinical Seminar

*Courses marked with an * fulfill General Education Requirements.*

Medical Technology: (suggested course sequence)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Biology I	4
General Chemistry	8
Behavioral and Social Sciences Electives	6
Foreign Culture	3
Mathematics	6-8
Physical Education	<u>1</u>
	34-36

<i>Sophomore Year:</i>	<i>Credits</i>
Foreign Culture	6
Humanities Elective	3
Organic Chemistry	8
Animal Physiology	4
Microbiology	4
Physical Education	2
Sociology	3
Statistics	<u>3</u>
	33

<i>Junior Year:</i>	<i>Credits</i>
Speech	3
Humanities Electives	6
Foreign Culture	3
Immunology	4
Psychology	3
American Civilization	3
Physical Education	1
Instrumental Analytical Chemistry	4
Quantitative Analytical Chemistry	4
Biochemistry (Recommended)	<u>4</u>
	35

<i>Senior Year:</i>	<i>Credits</i>
Clinical year of study in an NAACLS approved program.	
Credits for individual courses may vary with program.	
The courses include:	
Clinical Microbiology, Clinical Chemistry,	
Clinical Hematology / Coagulation,	
Clinical Immunohematology, Clinical	
Immunology / Serology, Clinical Seminar	32

Bachelor of Science Degree in Physical Sciences:

The Physical Sciences Department offers a Physical Science Major with concentrations in Chemistry, Earth and Space / Geographical Sciences, Mathematics, Physics, and Pre-medicine / Pre-dentistry.

Requirements for Graduation:

To be eligible for graduation students must complete a minimum of 120 credit hours plus 4 credits of physical education unless exempted. In addition, students must maintain a 2 average in all required and concentration courses, earn a cumulative GPA of 2.0, satisfy the college's residence requirements, and complete the General Education requirements of the College.

Required Courses for Physical Science Major with concentrations in Chemistry, Earth and Space / Geographical Sciences, Physics and Pre-medicine / Pre-dentistry: (37-38 credits)

BS120	Biology I
CHM131	General Chemistry I*
CHM132	General Chemistry II*
PHY121	General Physics OR
PHY131	Engineering Physics

Programs of Study

PHY122	General Physics OR
PHY132	Engineering Physics
CHM333	Quant. Analytical Chemistry
CHM334	Instrum. Analytical Chemistry
PSC433	Special Topics in Physical Science
PSC473	Physical Science Seminar
One Course Chosen From the Following:	
Statistics (BEH260 or MAT250)	
Business Calculus (MAT120)	
Calculus III (MAT271)	

* These courses satisfy general education requirements.

In addition, students are required to select a concentration and complete the concentration courses described below:

CONCENTRATION COURSES:

Chemistry Concentration (21 credits)

CHM231	Organic Chemistry I
CHM232	Organic Chemistry II
CHM481 and CHM482	Independent Study
IFS105	Principles of Computer Information Systems
BS304	Biochemistry

Chemistry Concentration (suggested course schedule)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Biology I	4
Principles of Computer Information Systems	3
General Chemistry	8
Mathematics	6-8
Physical Education	<u>2</u>
	29-31

<i>Sophomore Year:</i>	<i>Credits</i>
Organic Chemistry	8
Humanities or Behavioral Social Sciences Electives	6
Foreign Culture / Language	6
Physics	8
American Civilization	3
Physical Education	<u>2</u>
	33

<i>Junior Year:</i>	<i>Credits</i>
Speech	3
Foreign Culture / Language	6
Quantitative Analytical Chemistry	4
Instrumental Analytical Chemistry	4
Statistics	3
Humanities or Behavioral Social Sciences Electives	<u>12</u>
	32

<i>Senior Year:</i>	<i>Credits</i>
Independent Study	6
Special Topics in the Physical Sciences	3
Physical Science Seminar	3

Free Electives	12
Biochemistry	4
Humanities or Behavioral Social Sciences Elective	<u>3</u>
	31

Earth and Space / Geographical Science Concentration: (21-24 credits)

ESS111	Earth and Space Science
ESS__	Earth Science Elective
ESS481 and 482	Independent Study
G243	Introduction to Geography
G244	Economic Geography
G260	Cartography OR
BS104	Oceanography

Earth & Space / Geographical Science Concentration (suggested course sequence)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Principles of Biology	4
Earth & Space Science	3
General Chemistry	8
Mathematics	6-8
Physical Education	<u>2</u>
	29-31

<i>Sophomore Year:</i>	<i>Credits</i>
Introduction to Geography	3
Earth Science Elective	3
Humanities or Behavioral Social Science Electives	6
Foreign Culture / Language	6
Physics	8
Free Elective	3
Intro. to Oceanography or Intro. to Cartography	3
Physical Education	<u>2</u>
	34

<i>Junior Year:</i>	<i>Credits</i>
Speech	3
Foreign Culture / Language	3
Humanities and Behavioral Social Science Electives	9
Quantitative Analytical Chemistry	4
Instrumental Analytical Chemistry	4
Statistics	3
American Civilization	<u>3</u>
	32

<i>Senior Year:</i>	<i>Credits</i>
Independent Study	6
Special Topics in the Physical Sciences	3
Physical Science Seminar	3
Free Electives	9
Economic Geography	3
Humanities or Behavioral Social Science Elective	3
Foreign Culture / Language	<u>3</u>
	30

Programs of Study

Physics Concentration: (24 credits)

MAT272	Differential Equations
EGR251	Statics
EGR252	Dynamics
PHY231	Engineering Physics III
PHY232	Engineering Physics IV
PHY481 and 482	Independent Study

* Students electing the Physics concentration should complete MAT171 and MAT172 as part of their General Education requirements.

Physics Concentration (suggested course sequence)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Biology I	4
Principles of Computer Information Systems	3
General Chemistry	8
Calculus I & II	8
Physical Education	<u>2</u>
	31

<i>Sophomore Year:</i>	<i>Credits</i>
Foreign Culture / Language	6
American Civilization	3
Humanities or Behavioral Social Science Electives	3
Engineering Physics I & II	8
Calculus III	4
Differential Equations	4
Physical Education	<u>2</u>
	30

<i>Junior Year:</i>	<i>Credits</i>
Speech	3
Humanities or Behavioral Social Science Electives	9
Foreign Culture / Language	6
Quantitative Analytical Chemistry	4
Instrumental Analytical Chemistry	4
Engineering Physics III	4
Materials Science	<u>4</u>
	34

<i>Senior Year:</i>	<i>Credits</i>
Independent Study	6
Engineering Physics IV	4
Special Topics in the Physical Sciences	3
Physical Science Seminar	3
Statics	3
Humanities or Behavioral Social Science Electives	9
Dynamics	3
Free Elective	<u>3</u>
	34

Pre-Medical / Pre-Dentistry Concentration: (19-20 credits)

CHM231	Organic Chemistry I
CHM232	Organic Chemistry II
CHM490	Internship

BS241	Microbiology
BS402	Biochemistry

Pre-Medical / Pre-Dentistry Concentration: (suggested course sequence)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Biology I	4
Microbiology	4
General Chemistry	8
Mathematics	6-8
Physical Education	<u>2</u>
	30-32

<i>Sophomore Year:</i>	<i>Credits</i>
Organic Chemistry	8
Humanities or Behavioral Social Science Electives	6
Foreign Culture / Language	6
Physics	8
American Civilization	3
Physical Education	<u>2</u>
	33

<i>Junior Year:</i>	<i>Credits</i>
Speech	3
Animal Physiology	4
Quantitative Analytical Chemistry	4
Instrumental Analytical Chemistry	4
Statistics	3
Humanities or Behavioral Social Science Electives	9
Foreign Culture / Language	3
Free Elective	<u>3</u>
	33

<i>Senior Year</i>	<i>Credits</i>
Independent Study	6
Internship	3
Physical Science Seminar	3
Humanities or Behavioral Social Science Electives	6
Foreign Culture / Language	3
Biochemistry	4
Immunology	4
Free Elective	<u>3</u>
	32

The Physical Sciences Department also offers a Bachelor of Science Degree in Physical Science with a **concentration in Mathematics**.

To be eligible for graduation students must complete a minimum of 120 credits plus 4 credits of physical education unless exempted. In addition, students must maintain a 2 average in all major requirements, earn a cumulative GPA of 2.0, satisfy the college's residence requirement, and complete the General Education requirements of the College.

Programs of Study

Required Courses for the Physical Science Major with a concentration in Mathematics (55 credits)

BS120	Biology I
CHM131	General Chemistry I
CHM132	General Chemistry II
PHY131	Engineering Physics I
PHY132	Engineering Physics II
MAT250	Statistics
MAT271	Calculus III
MAT272	Differential Equations
MAT280	Mathematical Structures
MAT340	Introduction to Geometry
MAT361	Abstract Algebra I
MAT496 & MAT497	Reading & Research in Math (6 credits)
PSC433	Special Topics in Physical Sci.
PSC473	Physical Science Seminar
One course from the following:	
IFS160	Basic Visual Programming
IFS150	Pascal Programming
IFS165	Fortran Programming
IFS215	C Programming
Free Electives: (12 credits)	

Students electing a Physical Science major with a concentration in Mathematics should complete MAT171 and MAT172 as General Education Requirements.

Mathematics Concentration: (suggested course sequence)

<i>Freshman Year:</i>	<i>Credits</i>
English Composition	6
Principles of Biology	4
General Chemistry	8
Calculus I and II	8
Foreign Culture / Language	6
Physical Education	<u>2</u>
	34

<i>Sophomore Year:</i>	<i>Credits</i>
Speech	3
Engineering Physics	8
Calculus III	4
Differential Equations	4
Humanities Electives	6
American Civilization	3
Physical Education	<u>2</u>
	30

<i>Junior Year:</i>	<i>Credits</i>
Social / Behavioral Science Electives	6
Statistics	3
Mathematical Structures	3
Computer Science Elective	3
Introduction to Geometry	3
Humanities Electives	6
Foreign Culture Electives	<u>6</u>
	30

<i>Senior Year:</i>	<i>Credits</i>
Abstract Algebra	3
Reading & Research in Math	6
Special Topics in Phys. Science	3
Physical Science Seminar	3

Social / Behavioral Science Elective	3
Free Electives	<u>12</u>
	30

Baccalaureate Degree in Secondary Education General Science:

This program is designed to prepare students for a career in teaching science in a middle school or junior high school and in various aspects of science education. It is offered through the Department of Education, see the listings for that department for a detailed list of the requirements.

Requirements for Graduation:

Students must complete a minimum of 120 credits plus 4 credits in physical education unless exempt. In addition, students must maintain a 2.5 (C) average in all major requirements, earn a cumulative GPA of 2.0, satisfy the College's residence requirement and student teaching requirements and complete the General Education Requirements of the College.

The required course for the General Science major are:

CHM131, CHM132	General Chemistry I and II*
Two of	MAT105 College Algebra OR
	MAT125 College Trigonometry OR
	MAT171, MAT172 Calculus I and II*
PHY121, PHY122	General Physics I and II OR
PHY131, PHY132	Eng / Physics I and II
ESS111	Earth and Space Science
IFS105	Principles of Computer Informational Systems OR IFS275 Information System Technology OR MAT230 Applications in Computer Mathematics
BS120	Biology I
G243	Introduction to Geography
SE351	Teaching General Science
PSY100	General Psychology
PSY320	Developmental Psychology
PSY360	Psychology of Learning
SOC100	Intro. to Sociology
H121	History of Western Civ. I
H122	History of Western Civ. II

* Satisfies general education requirements

The required Education courses are:

EE221	Introduction to American Education
SE350	Secondary School Experience
SE351	Teaching Strategies
SE320	Computers in the Classroom
EE402	Professional Orientation and School Law
SE356	Reading in the Content Area OR
SE360	Reading and Writing Across the Curriculum
EE401	Instructional Media
EE404	Direct Observation Student Teaching
SE412	Practicum in Student Teaching
SE414	Teaching Exceptional and Multicultural Children

In addition students must select a minimum of two courses from one of three areas of specialization:

Programs of Study

Biology:

BS101	Field Natural History
BS121	Biology II
BS105	Environmental Biology
BS311	Zoology
BS321	Botany
BS241	Microbiology
BS242	Genetics
BS301	Animal Physiology

Chemistry:

CHM231	Organic Chemistry I
CHM232	Organic Chemistry II
CHM333	Quantitative Analytical Chemistry
CHM334	Instrumental Analytical Chemistry
CHM200	Chemistry and Society

Physics:

EGR143	Engineering Graphics
EGR251	Statics
EGR252	Dynamics
PHY231	Engineering Physics III
PHY232	Engineering Physics IV
EGR264	Strength of Materials

(See Department of Education for suggested course sequence.)

Baccalaureate Degree in Secondary Education Mathematics:

This program is designed to prepare students for a career in teaching mathematics in a middle school, junior high or high school. It is offered through the Department of Education, see the listings for that department for a detailed list of the requirements and the program of study.

The required courses for the Secondary Education Mathematics Major, in the Physical Sciences Department are:

MAT171, MAT172, MAT271*	Geometry and Calculus
MAT230	Exploring Mathematics with the Computer
MAT250	Statistics
MAT260	Elementary Linear Algebra
MAT272	Differential Equations
MAT280	Mathematical Structures
MAT340	Introduction to Geometry
MAT390	History of Mathematics
SE355	Teaching Mathematics in the Secondary School
PSY100	General Psychology**
PSY320	Developmental Psychology
PSY360	Psychology of Learning
SOC100	Intro. to Sociology**
H121	History of Western Civ. I
H122	History of Western Civ. II

One elective chosen from Mathematics courses at the 300 or 400 level

Any two of the following:

CHM131, 132
EGR251, 252
PHY131, 132
PHY231, 232

* Two of these count toward General Education Requirements

** Satisfy area General Education Requirements

The required Education courses are:

EE221	Introduction to American Education
SE350	Secondary School Experience
SE351	Teaching Strategies
SE320	Computers in the Classroom
EE402	Professional Orientation and School Law
SE356	Reading in the Content Area OR
SE360	Reading and Writing Across the Curriculum
EE401	Instructional Media
EE404	Direct Observation Student Teaching
SE412	Practicum in Student Teaching
SE414	Teaching Exceptional and Multicultural Children

(See Department of Education for suggested course schedule.)

Associate of Science Degree Major in Chemistry:

Requirements for Graduation:

To be eligible for graduation, students must complete a minimum of 60 credits plus 4 credits of physical education unless exempted. Students must earn a grade of 2.0 (C) or higher in all courses required for the major as well as in E101. In addition, students must maintain a 2.0 or higher cumulative GPA and satisfy the residence and General Education requirements of the College.

The courses required for the A.S. Degree in Chemistry are:

CHM131	General Chemistry I
CHM132	General Chemistry II
PHY121	General Physics I
PHY122	General Physics II
CHM231	Organic Chemistry I
CHM232	Organic Chemistry II
One course from the following:	
CHM333	Quant. Analytical Chemistry
CHM334	Instrumental Analytical Chemistry
6-8 Cr. of Mathematics (MAT100 and MAT190 are not acceptable.)	

Chemistry (suggested course schedule)

Freshman Year:	Credits
English Composition	6
General Chemistry	8
General Physics	8
Mathematics	6
Humanities Elective	3
Social or Behavioral Sciences Elective	3
	<u>34</u>
Sophomore Year:	Credits
English Elective	3
Organic Chemistry	8
Analytical Chemistry (Instrumental or Quantitative)	4
Social or Behavioral Sciences Elective	3
Electives	12
Physical Education	2
	<u>32</u>

Programs of Study

Associate of Science in Engineering Degree:

Requirements for Graduation:

Completion of the first two years of study (82 credit hours) satisfies the requirement for the Associate of Science in Engineering degree. Generally, the awarding of this degree is intended for students who terminate after completion of the required courses and is not necessary for students who continue on for the B.S. degree.

Engineering (suggested course schedule)

Freshman Year:

Analytic Geometry & Calculus	Credits 8
Engineering Practice and Design Studio	9
English Composition	6
Social or Behavioral Sciences Electives	6
Humanities	3
Physical Education	<u>1</u>
	33

Sophomore Year:

Calculus III	Credits 4
General Chemistry	8
Differential Equations	4
Engineering Physics	8
Speech	3
Physical Education	<u>1</u>
	28

Associate of Science Degree Major in Physics:

Requirements for Graduation:

60 credits plus 2 credits of physical education unless exempted. A grade of "2" or better is required in all concentration courses and E101. Cumulative average of 2.0 if required for graduation.

Required courses are:

MAT171	Calculus I
MAT172	Calculus II
MAT271	Calculus III
MAT272	Differential Equations OR
MAT260	Linear Algebra
PHY131	Engineering Physics I
PHY132	Engineering Physics II
PHY232	Modern Physics
EGR251	Statics
EGR252	Dynamics
EGR263	Materials Science

Physics (suggested course schedule)

Freshman Year:

English Composition	Credits 6
Social or Behavioral Sciences Electives	6
Analytic Geometry & Calculus	8
Humanities Elective	3
Physical Education	<u>1</u>
	24

Sophomore Year:

Engineering Physics	Credits 8
Calculus III	4
Differential Equations or Linear Algebra	3-4

Electives	4
Speech	3
Physical Education	<u>1</u>
	23-24

Additional Required Courses:

Engineering Physics	Credits 4
Statics	3
Dynamics	3
Materials Science	<u>4</u>
	14

Physics courses are available to prepare the students to transfer to other universities which award a B.S. degree in Physics. Although a traditional Physics major is not offered, students may pursue a Physical Science major with Physics concentration.

Departmental Minors

Minor in Chemistry

The Minor in Chemistry provides a foundation in general chemical principles, organic chemistry, and analytical chemistry. The chemistry minor complements many majors, enhancing career opportunities in education, business, and industry.

Requirements of the Chemistry Minor:

CHM131/132	General Chemistry I & II
CHM231/232	Organic Chemistry I & II
One course from:	
CHM333	Quantitative Analytical Chemistry OR
CHM334	Instrumental Analytical Chemistry

Minor in Mathematics:

Required courses for the Minor:

MAT171, MAT172, MAT271	Calculus & Analytical Geometry
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Elective courses for the Minor:

Two courses selected from the following:	
MAT260	Elementary Linear Algebra
MAT272	Differential Equations
MAT280	Mathematical Structures
MAT340	Introduction to Geometry
MAT350	Statistics
MAT361, MAT362	Abstract Algebra I & II
MAT371, MAT372	Advanced Calculus I & II

Minor in Physics:

The minor in Physics gives students the opportunity to explore and understand the physical laws which play an important role in nature and everyday life. Thus, the students will be able to appreciate these laws and apply them to their advantage in day-to-day activities.

Requirements for the Physics Minor:

PHY131	Mechanics, Heat and Temperature
PHY132	Electricity and Magnetism
PHY232	Optics and Modern Physics
EGR251	Statistics

Course Descriptions



Accounting (ACC)	140
Anthropology (ANT)	141
Art (A)	141
Behavioral Science (BEH)	144
Biological Science (BS)	144
Business Administration (BUS)	147
Business Education/Office Administration (BOE)	148
Chemistry (CHM)	149
Communications (CM)	151
Criminal Justice (CJA)	154
Earth/Space Science (ESS)	156
Economics (ECO)	156
Education, Elementary (EE)	157
Education, Secondary (SE)	159
Education, Physical (PE)	161
Engineering (EGR)	162
English (E)	164
Finance (FIN)	167
Geography (G)	167
Gerontology (GER)	168
Health Records (HR)	168
History (H)	170
Humanities (HUM)	172
Information Systems (IFS)	173
Intercultural Studies (X)	174
International Business (IBS)	175
Language (L)	175
Literature (E)	178
Long Term Care (LTC)	178
Management (MGT)	178
Marketing (MKT)	180
Mathematics (MAT)	181
Medical Technology (MT)	183
Music (MU)	183
Nuclear Medicine (NM)	187
Nursing (N)	187
Philosophy and Religion (P)	190
Physical Science (PSC)	191
Physics (PHY)	191
Political Science and Government (PS)	192
Psychology (PSY)	194
Quantitative Business (QBA)	196
Recreation (REC)	196
Respiratory Therapy (RT)	197
Secretarial (BOE)	199
Sociology (SOC)	199
Speech (CM)	200
Theatre (E)	200



YORK

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PENNSYLVANIA

Course Descriptions

Accounting

ACC210 Elementary Accounting I

Fall-Spring Semesters

An introduction to the principles and concepts of accounting. Subjects covered include the accounting cycle, the preparation and interpretation of financial statements of a merchandising entity, and the sole proprietorship form of business.

3 credit hours.

ACC215 Elementary Accounting II

Fall-Spring Semesters

A continuation of Elementary Accounting I. Accounting for partnerships, corporations, long-term debt, and long-term investments are included in this course. In addition, an introduction to financial statement analysis and managerial accounting is provided. Prerequisite: ACC210.

3 credit hours.

ACC300 Cost Accounting I

Fall Semester

Basic cost accounting principles and procedures are studied. Overhead distribution and cost control applications, as well as budgetary forecasting and standard costs. Prerequisite: ACC210.

3 credit hours.

ACC305 Taxation I

Fall-Spring Semesters

An introduction to Federal Income taxation of individuals. Topics include inclusions and exclusions from gross income, capital gains and losses, business deductions, itemized deduction, depreciation and cost recovery, and nontaxable property transactions. Both tax planning and tax preparation are stressed. Prerequisite: ACC210 or permission of instructor.

3 credit hours.

ACC320 Intermediate Accounting I

Fall-Spring Semesters

Study of the development of accounting principles and professional practice, statement of income and retained earnings, balance sheet, applications of present and future values, cash and short-term investments, receivables, inventories, current liabilities and contingencies. Prerequisite: ACC215.

3 credit hours.

ACC325 Intermediate Accounting II

Fall-Spring Semesters

Topics included: Acquisition and disposal of plant assets, depreciation and depletion, intangible assets long-term invest-

ments, long-term debt, stockholders equity, stock rights, warrants, options, convertible securities, treasury stock, earnings per share. Prerequisite: ACC320.

3 credit hours.

ACC330 Intermediate Accounting III

Spring Semester

Topics included: pension plans, leases, income taxes, accounting changes, statement of changes in financial position, analysis of financial statements, accounting for inflation, full disclosure in financial reporting, review of the latest FASB Statements and Interpretations. Prerequisite: ACC325.

3 credit hours.

ACC375 Cost Accounting II

Fall Semester

A further study of Cost Accounting and its use as a tool of management. The course stresses the analysis and presentation of accounting data for use by management in decision making and planning. Subject area to cover includes cost allocation, inventory planning and control, joint-product costing, by-product costs, cost behavior patterns, and sales and production mix. Prerequisite: ACC300.

3 credit hours.

ACC380 Microcomputer Accounting Applications

Fall-Spring Semesters

This course will study the use of an electronic spreadsheet to solve intermediate, cost, and advanced accounting problems. Emphasis will be on the design and construction of the worksheet models. The use of macros to automate data entry and automated general ledgers are included. Prerequisite: IFS105, ACC300 and ACC320.

3 credit hours.

ACC395 Taxation II

Spring Semester

A study of the Internal Revenue Code, IRS Regulations & U.S. court decisions as they relate to corporations, partnerships, trusts, gifts and estates. Tax planning and the effect of the tax law on business decisions is emphasized. Research will be required to demonstrate student's ability to research current tax issues and present same in a written report. Prerequisite: ACC305.

3 credit hours.

ACC410 Auditing

Fall-Spring Semesters

A study of audit principles and current procedures, including special techniques in the prevention and detection of fraud,

Course Descriptions

preparation of audit reports and working papers, and internal audit methods. Special attention is given to ADP audit procedures, preparation of audit programs, and AICPA requirements with respect to certification. Prerequisite: ACC320 or permission of the instructor.

3 credit hours.

ACC420 Advanced Accounting **Fall Semester**

A continuing study in depth of accounting principles and current concepts in which theory and practice are reconciled. Subjects include business combinations and consolidations. Prerequisite: ACC330.

3 credit hours.

ACC425 Advanced Accounting II **Spring Semester**

A continuing in-depth study of accounting principles and current concepts. Subjects included are consolidations, special problems, governmental units, non-profit organizations, multinational enterprises, and fiduciaries. Prerequisite: ACC420.

3 credit hours.

ACC490, ACC491 Accounting Internship **Fall-Spring Semesters**

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior standing and departmental approval of each student participant's individual program. The program requires approximately ten hours per week for twelve weeks. Grading will be Pass/Fail.

3 credit hours each semester.

Anthropology

ANT210 Physical Anthropology **Fall Semester**

An introductory survey of the principles and findings in the fields of human paleontology, physical anthropology, and appropriate archaeological methods.

3 credit hours.

ANT 220 Cultural Anthropology **Spring Semester**

The study of culture and its major systems, including language, economic, political, and kinship systems.

3 credit hours.

ANT310 Advanced Physical Anthropology: Human Paleontology **Spring, even numbered years**

A study of procedures and techniques used by physical anthropologists and archaeologists in excavating, analyzing and interpreting human skeletal remains. Emphasis will be placed on student work with human skeletal remains in a laboratory setting. Prerequisite: ANT210.

3 credit hours.

ANT325 Culture and Personality **Fall, odd numbered years**

A study of how culture affects the individual's personality with

an emphasis on cross-cultural child rearing practices, role analysis, mental illness, and national character.

3 credit hours.

ANT 350 Anthropology of Aging **Fall, odd numbered years**

This course provides a cross-cultural perspective on aging experiences. It explores trends which may increase life satisfaction by analyzing the factors of successful aging. Can be used to satisfy course requirements for minor in Gerontology.

3 credit hours.

ANT390, ANT391, ANT392 Selected Topics in Cultural Anthropology **Fall, even numbered years**

The central emphasis in this course will be on the topics of environment, material culture, world view, and religion. In addition to these regularly presented topics, cultural anthropology subjects of interest to both the professor and students will be discussed in seminar presentations.

3 credit hours.

ANT498, ANT499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

Art

A101 Introduction to Art Appreciation **Fall-Spring-Summer Semesters**

A non-technical course designed to increase the students' sensitivity to all forms of visual art. A consideration of the nature of art, the plastic elements, principles of esthetic organization, and influences affecting style and techniques in art works.

3 credit hours.

A203 History of Art I **Fall, odd numbered years**

A survey of the major developments in painting, sculpture, and architecture in the Western World from pre-historic times to the Italian Renaissance. Esthetic developments will be considered in relation to the various physical and cultural aspects of ancient and medieval societies. Prerequisite: A101.

3 credit hours.

A205 History of Art II **Spring, even numbered years**

A survey of painting, sculpture, and architecture of the Western World from the Italian Renaissance to the nineteenth century. Esthetic developments will be studied in relation to the various intellectual and cultural aspects of the societies in which they occurred. Prerequisite: A203.

3 credit hours.

Course Descriptions

A301 History of Art III

Fall, even numbered years

A survey of painting, sculpture, and architecture in the Western World from the beginning of the nineteenth century to the present. Relationships between esthetic developments and the prevailing social issues, intellectual attitudes, and artistic traditions of the times will be emphasized. Prerequisite: A205.

3 credit hours.

A405 History of American Art

Spring, odd numbered years

A survey of painting, sculpture, architecture, and the applied arts of the United States from the pre-colonial period to the present, with emphasis on the environmental, cultural, and historical factors which have shaped them.

3 credit hours.

Studio Art Courses*

A106 Introduction to Ceramics

Fall-Spring Semesters

An introductory course in clay covering the theory, history and techniques of ceramics. Through a series of projects students will explore basic hand building processes as well as gain an understanding of glazes and firing. Class will include an introduction to the potters wheel, demonstrations, slides, critiques.

6 lecture and studio periods.

3 credit hours.

A107 Design I

Fall Semester

Introduction to the elements of design as structured in problems emphasizing organizational principles. Studies of specific problems of two and three dimensions in terms of space, light and movement.

6 lecture and studio periods.

3 credit hours.

A108 Design II

Spring Semester

Advanced problems involving two and three dimensions emphasizing the contemporary use of the plastic elements in various means of communication. Prerequisite: A107.

6 lecture and studio periods.

3 credit hours.

A207 Drawing I

Fall-Spring-Summer Semesters

This course will explore the basic concepts involved in rendering the three dimensional world onto a two dimensional surface. The principles of one and two point perspective will be explored as well as various approaches for defining the volume and surface of still life elements through a variety of shading techniques.

6 lecture and studio periods.

3 credit hours.

A208 Drawing II

Fall-Spring-Summer Semesters

Continuation and expanded experiences in the content of

Drawing I. Prerequisite: A207.

6 lecture and studio periods.

3 credit hours.

A209 Drawing III

Fall-Spring-Summer Semesters

Continuation and expanded experiences in the content of

Drawing II. Prerequisite: A208.

6 lecture and studio periods.

3 credit hours.

A210 Drawing IV

Fall-Spring-Summer Semesters

Continuation and expanded experiences in the content of

Drawing III. Prerequisite: A209.

6 lecture and studio periods.

3 credit hours.

A211 Computer Graphics

Fall Semester

This course has the dual purpose of introducing the student to the techniques and equipment involved in creating, storing, printing and displaying computer-generated images while also introducing the student to strategies for the presentation of various types of information in visual terms.

6 lecture and studio periods.

3 credit hours.

A213 Figure Drawing I

Fall-Spring Semesters

This course is designed to introduce the student to the fundamentals of drawing the human figure and other life subjects. Students will study structure, bone-muscle relationships and movement through formal land conceptual analyses of a live model. Developing the ability to observe and visually interpret the human figure and other vertebrae is an important facet of this course. The various approaches to drawing in the history of art will be addressed as well, and the student will have the opportunity to attend and critique local exhibitions.

6 lecture and studio periods.

3 credit hours.

A214 Figure Drawing II

Fall-Spring Semesters

This course continues and refines techniques and concepts introduced in Figure Drawing but emphasizes composition, the exploration of various media, and developing thematic approaches and individual style. Prerequisite: A213.

6 lecture and studio periods.

3 credit hours.

A216 Sculpture I

Fall-Spring Semesters

Techniques and problems for the beginning sculptor. Students will do work in clay from live models, study anatomy and construct armatures.

6 lecture and studio periods.

3 credit hours.

Course Descriptions

A219 Sculpture II

Fall-Spring Semesters

More advanced problems in sculpture. Sketches in clay executed in plaster. Compositions in plaster. Prerequisite: A216.

6 lecture and studio periods.

3 credit hours.

A225 Printmaking

Spring Semester

This course is an introductory investigation of traditional and non-traditional relief and planographic methods of multiple imagery. The student will explore the techniques of linocut, woodcut, monotyping, and collography, as well as paper lithography and other experimental methods. This course not only provides a technical foundation but encourages innovative use of printmaking processes.

6 lecture and studio periods.

3 credit hours.

A316 Sculpture III

Fall-Spring Semesters

Advanced problems in sculpture with emphasis given to the use of a variety of materials. Students will have the opportunity to do direct carving in either wood or stone. Prerequisite: A219.

6 lecture and studio periods.

3 credit hours.

A322 Sculpture IV

Fall-Spring Semesters

A continuation of Sculpture III with emphasis on individual student projects. Students will have the opportunity to do direct carving in either wood or stone. Prerequisite: A316.

6 lecture and studio periods.

3 credit hours.

A271 Photography I

Fall-Spring Semesters

An introduction to the art, esthetics, theory and practice of black and white photography. The student will be expected to supply his/her own camera and specific photographic equipment.

6 lecture and studio periods.

3 credit hours.

A272 Photography II

Fall-Spring Semesters

An advanced class in photography for students who already understand the basics of black and white photography, exposure, and printing. As a continuation of Photography I, the course explores a variety of processes and treatments, such as toning, handcoloring, solarizations, and high contrast Kodalith film. Consideration will be given to use of the view camera, studio lighting with multiple strobes, as well as color theory and practice. Prerequisite: A271.

6 lecture and studio periods.

3 credit hours.

A310 Commercial Art

Spring Semester

The course will include a review of layout and paste-up proce-

dures as well as the practical application of basic principles of typography. The class will proceed through the various aspects of an Ad campaign from the thumbnail sketch to the final preparation of art for printing.

6 lecture and studio periods.

3 credit hours.

A317 Painting I

Fall-Spring-Summer Semesters

An introduction to oil painting in both its technical and esthetic aspects. Emphasis on the development of fundamental painting skills. Prerequisite for Art majors: A107, A207.

6 lecture and studio periods.

3 credit hours.

A318 Painting II

Fall-Spring-Summer Semesters

Continuation of Painting I. Further experience in exploring methods and materials of painting media. Experiments in the use of toned grounds, glazing, and other techniques. Prerequisite: A317.

6 lecture and studio periods.

3 credit hours.

A319 Painting III

Fall-Spring-Summer Semesters

Continuation of Painting II. Further experience in exploring methods and materials of painting media. Experiments with acrylics, watercolor, collage, assemblage, and other media. Prerequisite: A318.

6 lecture and studio periods.

3 credit hours.

A320 Painting IV

Fall-Spring-Summer Semesters

Continuation of Painting III, with emphasis on independent efforts of the student to utilize various painting techniques in the quest for individual expression and style. Prerequisite: A319.

6 lecture and studio periods.

3 credit hours.

A407 Portfolio Development

Fall Semester

This course will guide advanced standing students in choosing an area of emphasis in fine art or illustrative/commercial art. Students will prepare a portfolio for use in entering the art field or graduate school. The student will work on both assigned and personal projects. Discussion of career options, issues relating to working in the arts, graduate study, visits from professionals, and travel to area firms and agencies are vital components of the course. Prerequisite: The student must have taken 60 credits.

6 lecture and studio periods.

3 credit hours.

A450, A451 Art Internship

Offered on request

The purpose of the internship is to provide students with practical training in art and art-related fields in a professional envi-

Course Descriptions

ronment, either on or off-campus. Responsibilities will vary according to placement as determined by the work supervisor of the sponsoring agency and faculty coordinator. The art internship is ideal for the students seeking to broaden their studio art experience and explore career interests.

2 to 6 credit hours (depending upon the length and scope of each program).

A498, A499 Independent Study

Fall-Spring Semesters

For the student who wishes to undertake a well-defined independent project in either studio work or in Appreciation, History, or Theory. While the student conducts the work under the guidance of a faculty member of the student's choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual's responsibility and initiative in the learning process.

1 to 3 credit hours.

** Instructors of all studio art courses reserve the right to permanently retain at least one example of each student's work for exhibition purposes.*

Art Education

A374 Art Education for Elementary Teachers

Fall-Spring-Summer Semesters

Introduction to theories of art education. Consideration of problems in programming art activities for specialized areas of elementary education. Emphasis given to self-contained classroom, special education classes. The course will also explore practical working applications of the major theories discussed in class.

3 credit hours.

A384 Art in Recreation

This course will provide students in the Recreation major with skills in a wide variety of art activities. These activities are for recreational programming as well as therapeutic use for different age levels, interests and abilities and for participants in community and institutional recreation settings.

3 credit hours.

Behavioral Sciences

BEH260 Basic Statistics for the Behavioral Sciences

Fall-Spring Semesters

Course is designed to prepare the student for the application of elementary statistical tools to laboratory/field research projects and journal projects/publication preparation. Topics include descriptive statistics as tools to summarize and describe groups of data, inferential statistics including parametric and non-parametric hypotheses testing as tools for making inferences about population from samples. Prerequisite: MAT105 or equivalent.

3 credit hours.

BEH490 Behavioral Science Seminar

Fall-Spring Semesters

Individual inquiry under faculty supervision in areas pertinent

to the student and aimed at integrating the major area by dealing with current developments and theories. Required of Psychology, Sociology and Behavioral Science majors. Prerequisite: Major of senior standing.

3 credit hours.

BEH495, BEH496 Behavioral Science Internship Program

Fall-Spring Semesters

A program that provides on-the-job experiences in the application of Behavioral Sciences. The student spends a minimum of 120 hours per semester with a selected agency. In addition, class meetings on a weekly basis provide for integration of the student's academic and agency work. The internship provides an opportunity to explore job possibilities as well as making academic work more meaningful. Prerequisites: Permission of instructor with GPA of 2.0 and 60 credit hours. (Senior students given priority, placements limited).

3 credit hours each semester

BEH498, BEH499 Independent Study

Fall-Spring Semesters

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

Biological Science

Courses for Non-Majors to Fulfill Laboratory Science Requirements:

BS100 Fundamentals of Human Biology

Fall-Spring-Summer Semesters

This course is designed for the non-biology major who has an interest in how and why the human organism works. Emphasis is placed on the structures and functions of the major organ-systems of the body. Topics include the following: the physiochemical basis of life, cell and tissue structure, and physiology and reproduction. Laboratories use rats for dissection to allow a practical, "hands-on" approach to the concepts covered in lecture.

2 hours lecture.

1 three-hour laboratory.

3 credit hours.

BS101 Field Natural History

Fall-Spring Semesters

Designed primarily, but not exclusively, for individuals planning to work with people. Education majors, recreation majors and those just interested in the out-of-doors will find much to stimulate their interests and challenge the intellect. This will be an introduction to the vast natural resources available in the immediate environment, the literature and other resource mate-

Course Descriptions

rials, and some methods for learning about plants, animals and their ecology. Laboratory periods will be spent primarily in the field.

- 2 hours lecture.
- 1 three-hour laboratory.
- 3 credit hours.

BS102 Field Biology **Summer Semesters/TBA**

Outdoor laboratory or related experiences will coordinate with natural history lectures and reading assignments to expose students to broader aspects of selected plant and/or animal groups in their natural ecological setting.

- 2 hours lecture.
- 1 three-hour laboratory.
- 3 credit hours.

BS104 Introduction to Oceanography **Spring-Summer Semesters**

This course will cover the major aspects of oceanography. The physical aspects of oceanography will be stressed more than the biological aspects. Areas to be covered will be plate tectonics, currents, tides, wind, waves, light, sound, pressure, mineral resources, and physical features of the ocean bottom. Man's use of the influence on the oceans will also be stressed.

- 2 hours lecture.
- Lab consists of field trip(s)/TBA.
- 3 credit hours.

BS105 Environmental Biology **Fall Semester**

Designed for the non-biology majors. This course provides an integrated approach to viewing environments. Emphasis will be placed on the ecology of terrestrial ecosystems. Laboratories will be experience-oriented, centering on visitations to natural and managed ecosystems.

- 2 hours lecture.
- 1 three-hour laboratory.
- 3 credit hours.

BS110 Human Sexuality *(Non-Lab – will not serve as a Science lab in general core)*

Spring Semester
Human Sexuality is a three-credit, non-laboratory course. It is designed to assist the student to become more aware of and understand how to deal with their own sexuality. It also provides the opportunity to develop more understanding of the integral components of personality and behavior. The course integrates sexuality with the physiological, sociological, intellectual, emotional and spiritual aspects of the whole person.

- 3 hours lecture.
- 3 credit hours.

BS204 (formerly BS103) Introduction to Marine Biology

Fall-Summer Semesters

This course will take an ecological approach to studying Marine Biology by focusing on the environmental characteristics, adaptations of organisms, and the communities found in the major marine ecosystems such as rocky shore, estuary, salt marsh,

sandy beach, and coral reef. The course will place more emphasis on the biotic communities found in each of these environments rather than the chemical and physical aspects of those environments. Man's influence on these environments will also be studied.

- 2 hours lecture.
- Lab consists of field trips/TBA.
- 3 credit hours.

Courses for Majors in Biology and Related Fields

BS120 Biology I **Spring-Fall-Summer Semesters**

The first course for biology majors introduces the principles of molecular and cellular biology. The flow of life-sustaining energy is studied in the context of molecular and cellular structure. Finally, the structure and function of genes and how they control information is considered.

- 3 hours lecture.
- 1 three-hour laboratory.
- 4 credit hours.

BS121 Biology II **Spring Semester**

The broad study of biology is continued for majors. The principles of evolution and ecology are discussed in the context of how organisms are categorized and organized into five kingdoms. The morphology and physiology of plants and animals of selected taxa are discussed. Prerequisite: BS121

- 3 hours lecture
- 1 three-hour laboratory
- 4 credit hours.

BS210 Introduction to Scientific Research **Fall-Spring Semesters**

An introduction to skills needed to pursue a career in biology. Emphases will include writing, obtaining and using scientific literature, and computer literacy. The course will also consider experimental design and the basics of data analysis and presentation. Prerequisites: BS120 and 121.

- 3 hours lecture.
- 3 credit hours.

BS212 Human Anatomy and Physiology **Fall-Summer Semesters**

Recommended for students seeking careers in health related fields. A study of the structure and function of the human body utilizing a systems approach. Emphasis will be placed on the gross and microscopic anatomy as well as the physiology of the cell, skeletal system, muscular system and nervous system. Prerequisite: BS120.

- 3 hours lecture.
- 1 three-hour laboratory.
- 4 credit hours.

BS213 Human Anatomy and Physiology **Spring-Summer Semesters**

A continuation of BS212. Emphasis will be placed on the gross and microscopic anatomy as well as the physiology of the car-

Course Descriptions

diovascular, respiratory, urinary, reproductive, endocrine and digestive systems. Prerequisite: BS212.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS222 Plant Taxonomy and Seasonal Flora

Summer Mini-mester

A study of flowering plants of this area with comparisons made to flowering plants from other geographical regions. Identification, and collection of most frequently seen families are emphasized.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS241 Microbiology

Fall-Spring-Summer Semesters

An introduction to general microbiology for allied health, nursing and biology majors. Topics include the morphology, physiology, metabolism, taxonomy and genetics of microorganisms. The laboratory emphasizes basic bacteriological techniques and procedures. Prerequisite: BS120 or departmental approval.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS424 Genetics

Spring Semester

The basic principles of Mendelian, non-Mendelian, molecular and population genetics are considered. The structure and function of the gene, patterns of inheritance, gene interaction and gene regulation are discussed. The laboratory component emphasizes molecular biology and experimental approaches to genetics. Prerequisite: BS120.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS300 (formerly BS201) Animal Behavior

Spring Semester

An introduction to the behavior of wild animals in their natural environments. Behavioral adaptations will be viewed in terms of possible evolutionary costs and benefits. Mechanisms behind behaviors will be explored with an emphasis on neural and endocrine organization. Prerequisite: BS120, BS121 and BS242.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS301 Animal Physiology

Fall Semester

Principles of animal physiology are investigated with an emphasis on the vertebrates. Physiological systems are discussed as evolutionary adaptations to environmental challenges. The laboratory stresses the collection, display, and analysis of experimental data. Prerequisite: BS10, BS121, and BS242; and/or med tech standing.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS302 Immunology

Spring Semester

An introduction to the basic principles of immunology, including the areas of cellular and antibody-mediated immunity, immunogenetics, histocompatibility, serology and other selected topics. The laboratory utilizes the techniques of serology, cell biology and biochemistry to study the immunology of animal models. Written and oral reports are an essential part of both the lecture and laboratory components of the course. Prerequisites: BS120 and BS241. Also recommended: BS242 and BS304.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS304 (formerly BS402) Biochemistry

Fall Semester

This course is an introduction to the metabolism of molecules of biological significance, with emphasis on the energetics and regulation of metabolic pathways. The structure-function relationships of enzyme mechanisms are also considered. Prerequisite: BS120, CHM131, CHM132, CHM112 or CHM231.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS305 Cell and Molecular Biology

Spring Semester

This course examines the molecular mechanisms of eukaryotic cell function. The relationship between form and function at the molecular and cellular level will be discussed for topics ranging from transcription to cellular signaling. Prerequisite: BS242 and BS304.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS311 (formerly BS211) Zoology

Spring Semester

A continuation of the animal biology introduced in Biology II (BS121). Labs will examine both invertebrates and vertebrates taxonomically and phylogenetically. Living organisms are included and dissection of preserved specimens is required. Lecture focuses on the processes that have produced the many evolutionary "solutions" found in the animal kingdom. Prerequisite: BS120, 121, and 242.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS313 Avian Biology

Fall Semester

This course will examine the biology of birds. It will explore the structural adaptations that allowed them to master flight. It will also examine probable ancestral relationships enabling students to put birds "in Order" when they encounter them in the field. While all Orders of birds of the World will be addressed,

Course Descriptions

emphasis will be on those Orders and Families represented in North America. Prerequisite: BS120 and BS121

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS314 Developmental Biology

Spring Semester

This course involves the study of biomolecules, cells, tissues, organs and organisms as a function of time. The principles and mechanisms involved in the differentiation of a single zygote into an organism are elucidated using a variety of animal and plant models. Prerequisite: BS242 and BS304.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS321 (replaces BS221) Botany

Fall Semester

Selected non-vascular and vascular plants are studied with a view toward their phylogenetic relationship. Morphological and physiological variations that exist from the cellular to the organismal level will be noted. Laboratory topics provide opportunities for students to see and critically analyze selected non-vascular and vascular plants and to make application of the principles and terminology gained from the lecture experience. Prerequisite: BS120 and BS121.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS322 Plant Morphology/Embryology

Spring Semester

The structural differences within mature forms of angiosperms is noted through studies of life histories of selected species. Early gametophytic patterns leading to early embryo patterns are stressed for selected local species. Prerequisite: BS321.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS343 (replaces BS331 and BS342) Ecology

Fall-Spring Semesters

What are the major natural ecosystems of Pennsylvania, North America, and the World? What are the principal ecological forces shaping these ecosystems? What has man's effect been on these forces? What do the plants and animals of an ecosystem reveal about that ecosystem? The answers to these questions will form the basis for this course with the last two questions being addressed in the field experiences. Assignments utilizing computers will be given to urge the students to make use of the computer for recording and analyzing data as well as report preparation. Software usage will involve spreadsheets, word processing and graphics programs. Prerequisite: BS120, BS121, BEH260.

3 hours lecture.

1 three-hour laboratory.

4 credit hours.

BS410 Senior Thesis

Fall-Spring Semesters

Seniors in biology conduct an independent research project in some area of biological science. Projects will result in a written thesis and an oral presentation before peers and biology faculty. Class meetings will focus on the technical aspects of thesis writing, poster construction, and oral presentations. Prerequisite: Senior standing.

1 hour lecture.

1 credit hour.

BS411 Practical Biological Internship

By arrangement

Designed to expose the student to the reality of a biological field through direct participation. This may involve experience as a lab assistant, assistance with the research of a faculty member, or participation in off-campus workshops or employment. Prerequisite: Departmental approval.

1-4 credit hours.

BS413, BS414 Undergraduate Research

By arrangement

Individual problems pursued by qualified students under supervision of a member of the biology faculty, designed to develop proficiency in biological research. Meetings and credits to be arranged as required.

Two semesters.

1-3 credit hours per semester.

BS421 Advanced Seasonal Flora

Tutorial Basis

A student, in collaboration with the professor, will study the vegetation of a selected site. Examples in the past have been federal and state parks, wetlands, abandoned farm sites and new growth forest. Work is usually performed during the early spring through summer months. Collecting, identifying, and preparing of herbarium vouchers along with written work is required.

4 credit hours.

General Business Courses

BUS218 Personal Finance

Fall-Spring Semesters

This course is designed for all students. Methods are developed for use in making personal decisions about credit, leasing, renting, insurance, investing, taxes, retirement and estate planning, and purchasing durable goods.

3 credit hours.

BUS320 Entrepreneurship

Fall Semester

In exploring the "entrepreneur as a phenomenon" students will be exposed to the current theory and experiences associated with entrepreneurship in all organizational settings - large, small, public, private and international. In addition topics such as entrepreneurship in large organizations, market systems, characteristics of the information society, technology transfers, sources of venture capital, ethics and case studies will be used. Prerequisite: MKT200 and MGT250 or permission of instructor.

3 credit hours.

Course Descriptions

BUS340 Small Business Ventures

Spring Semester

This course is directed toward students who are interested in starting a new business venture, purchasing a business, securing a franchise or seeking ways to improve their own business. Topics covered include: the nature of small business, the entrepreneur, start-up and buy-out opportunities, franchises and legal environments of business. A significant requirement for this course requires that students develop a business plan focusing on a product or service. This project includes plans for the marketing, financial planning, operations and management development of that business. Prerequisites: MKT200 and MGT250 or permission of instructor.

3 credit hours.

BUS345 Business Law I – The Legal Environment

Fall–Spring Semesters

A study of the legal environment of business, business ethics, courts, the Constitution, torts, criminal law, intellectual property law, contracts, domestic and international sales law, commercial paper, banking and selected articles from the Uniform Commercial Code.

3 credit hours.

BUS346 Business Law II

Fall–Spring Semesters

This course is an advanced legal study for students seeking a professional career in business or government. Emphasis is placed on the study of creditors' rights, bankruptcy, agency, employment and labor relations, partnerships, corporations, franchises, government regulations, real and personal property, bailments, insurance, wills, trusts and estates, professional liabilities and international legal environments. Prerequisite: BUS345 or permission of instructor.

3 credit hours.

BUS490/BUS491 Business Internship

A business internship is a short-term business-related work experience designed to allow students to gain meaningful, pre-professional work experience in their field of study prior to graduation. Supplementary training conference, reports and appraisals are required. Prerequisite: Junior standing with a 2.5 GPA.

3 credit hours.

BUS495 Business Policy

Fall–Spring Semesters

A capstone course that examines the policy-making and planning process from the management perspective. Case studies and a computer assisted business simulation are used to convey an understanding of the interdependence of management functions in overall policy-making decisions. Attention is given to various types of organizations including international operations. Prerequisite: Senior standing. (This is a writing/communication intensive course).

3 credit hours.

BUS498, BUS499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research pro-

ject. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1–3 credit hours each semester.

Business Education/ Office Administration

BOE110 Keyboarding

Fall–Spring Semesters

Designed to enable students to correctly enter alphanumeric data into a desktop keyboard unit. Emphasis will be placed on the use of correct techniques for inputting source material as well as the development of minimal speed and accuracy skills. (Designed for those students with no formal typing experience. Not open to students who have taken or are taking BOE184 or BOE186.) Grading will be Pass/Fail.

1 credit hour.

BOE165 Mathematics of Business

Fall–Spring Semesters

A study of basic computational procedures with application to problems of everyday business practice. Survey includes computation of interest, annuities, retail prices, wages, inventory, and depreciation. Students will develop the touch method of electronic calculator use and will perform some math applications on a microcomputer. (Not open to junior & senior level Business Administration majors without permission of faculty advisor.)

3 credit hours.

BOE184 Document Creation

Fall–Spring Semesters

Emphasis is placed on development of basic keyboarding and word-processing skills in the preparation of business documents. Word processing concepts and machine transcription techniques will be implemented for the development of office skills. Prerequisite: Basic knowledge of the touch system of typing.

3 credit hours.

BOE186 Document Processing

Spring Semester

A continuation of BOE184 with further development of advanced word processing skills in the preparation of business documents. Students will demonstrate competencies using desktop publishing software. This training will provide students the necessary skills for a word processing specialist. Prerequisite: BOE184 or equivalent.

3 credit hours.

BOE191 Shorthand I (Gregg Series 90)

The development of the theory of writing the Gregg (Series 90) shorthand. Emphasis is placed on reading, writing, and transcribing skills applicable to shorthand to attain prescribed standards. (Test exemption materials are available for students with a Century 21 short-hand background.)

3 credit hours.

Course Descriptions

BOE192 Shorthand II

Includes a review of the Gregg Series 90 shorthand system as applied to writing common business terminology. Emphasis is placed on dictation speed and non-shorthand transcription factors to attain prescribed dictation speeds transcribed in mailable form. Prerequisites: BOE191 and BOE184 or equivalents.

3 credit hours.

BOE283 Shorthand Transcription

Designed to build and expand the shorthand vocabulary germane to the student's area of concentration. Sustained dictation and mailable transcription of correspondence incorporating this shorthand vocabulary is emphasized. Prescribed standards of speed and accuracy are emphasized. Prerequisites: BOE 184 and BOE192 or equivalents.

3 credit hours.

BOE287 Office Procedures

Fall Semester

An exploration of modern office procedures which integrates previously acquired skills. Includes preparation and distribution of business reports, current reprographic technology, automatic typewriter/word processor/computer applications, telephone techniques, and special emphasis on office communications. Prerequisite: BOE184 or equivalent.

3 credit hours.

BOE291 Information Administration

Fall Semester

A study of the principles of creation, use maintenance, and destruction of information. Filing systems, storage facilities, micrographics, and control of records will be discussed. Simulated activities will give students practice in electronic storage/retrieval utilizing appropriate software. Prerequisite: Sophomore or higher standing.

3 credit hours.

BOE292 Office Simulation

Spring Semester

This is an advanced-level course designed to develop the operational competencies needed by the top-level secretary. Advanced word processing applications using simulation packages and machine transcription will be used to develop those skills germane to the student's area of concentration. Office experience will be a part of the course work. Prescribed standards of speed and accuracy are emphasized. Prerequisite: BOE287 or equivalent.

3 credit hours.

BOE298 Office Practicum

Planned and supervised work experience at selected cooperating firms. Agencies will be carefully selected to ensure that they will provide a variety of experiences of educational value. The student will spend 120 hours with a selected firm plus conferences with the supervising professor. Prerequisites: Full-time Secretarial Associate degree candidate, 45 or more credits and 2.0 or better GPA. Grading will be Pass/Fail.

3 credit hours.

BOE350 Office Administration

Spring Semester

Examines the principles of scientific office management in the areas of job analysis, the physical environment (office design), work allocation, reprographics, and budgetary control. Emphasis will be placed on office-related staffing, motivation, requisition/management of office equipment (including word processing/information processing). Some focus on management of paper flow and telecommunications is included. Prerequisite: Junior standing or permission of instructor.

3 credit hours.

BOE372 Principles of Business Education

Spring Semester

A study of the principles and problems of business education today; research, standards, guidance principles, follow-up and survey studies, courses of study, writing and reading in the content area, marketing and business program; and current legislation of vocational business education are emphasized. The design of the secondary curricular structure is also discussed. Prerequisite: Junior or Senior standing.

3 credit hours.

BOE431 Seminar in Office Technology

Spring Semester

The study of advanced concepts and issues related to office automation and administration. Content will vary with new technological advancements. Information processing, local area networking, telecommunications, micrographics, electronic calendaring are possible topics. On-site research and observations will be part of the seminar activities. Prerequisites: Senior standing or permission of instructor.

3 credit hours.

BOE471 The Teaching of Business Subjects

Fall Semester

A study of the business education curriculum in public schools, objectives, methods, and special considerations in the planning, organizing, teaching, and evaluating of business subjects taught in secondary schools. Prerequisite: Senior standing or permission of instructor.

3 class periods.

1 one-hour laboratory period.

3 credit hours.

Chemistry

CHM100 Chemistry and Society*

At departmental discretion

This course is designed as a modular approach to the study of chemistry for nonscience majors and as a chemistry literacy course that shows how chemistry relates to societal problems and issues. The course is divided into five basic units: the first introduces basic chemical concepts which will be applied throughout the course, the remaining four units are water, air, energy, and materials.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

Course Descriptions

CHM101 Foundations in Chemistry

Fall Semester

This course is an introduction to fundamental chemical principles, specifically designed for students deficient in basic science and math skills. Topics include calculator math, unit conversion, states of matter, atoms, molecules, simple reactions, and the mole.

3 credit hours.

CHM111 Concepts in Chemistry*

Fall Semester

A discussion of basic facts and fundamental laws of chemistry. An introduction to stoichiometry, atomic structure, chemical bonding, gas laws, solutions, acids and bases, chemical equilibria, thermodynamics, kinetics, nuclear chemistry and some descriptive chemistry.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

CHM112 Concepts in Chemistry*

Fall-Spring Semesters

A continuation of CHM111. An introduction to organic and biochemistry. A study of the nomenclature, preparation, properties, and reactions of aliphatic and aromatic hydrocarbons, and organic compounds containing oxygen, nitrogen and halogens. Selected biochemical topics are presented.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

CHM131 General Chemistry*

Fall-Spring Semesters

Recommended for all science and engineering majors as well as medical technology, premedical, pre dental, preveterinary, and prepharmacy majors. An introduction to stoichiometry, atomic structure, chemical bonding, properties and reactions of inorganic compounds, introductory thermodynamics, acids and bases, and oxidation-reduction reactions.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

CHM132 General Chemistry*

Fall-Spring Semesters

A continuation of CHM131. Study of gas laws, states of matter, thermodynamics, acids and bases, ionic equilibria, electrochemistry, nuclear chemistry, and descriptive chemistry of the elements.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

CHM231 Organic Chemistry

Fall Semester

The chemistry of carbon compounds. An integrated study of the nomenclature, preparation, properties, stereochemistry, and reactions of aliphatic and aromatic compounds. The relationship between structure and reactivity is developed for each class of compounds. Mechanisms are stressed.

3 class periods.

1 laboratory period.

4 credit hours.

CHM232 Organic Chemistry

Spring Semester

Continuation of CHM231. Includes oxygen, sulfur, nitrogen and halogen containing compounds. Spectroscopic analysis and organic medicinal topics are included.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

CHM333 Quantitative Analytical Chemistry

Fall Semester

Classical methods of chemical analysis augmented by use of new titrants and ion selective electrodes. The theory and techniques of gravimetric, volumetric, and potentiometric analysis are included. Prerequisites: CHM131-CHM132.

2 class periods.

2 three-hour laboratory periods.

4 credit hours.

CHM334 Instrumental Analytical Chemistry

Spring Semester

An introduction to the theoretical principles and applications of modern instrumental methods of analysis. Topics include spectroscopy, chromatograph, and electrochemical techniques. Prerequisites: CHM131-CHM132.

2 class periods.

2 three-hour laboratory periods.

4 credit hours.

CHM341 Physical Chemistry I

Fall Semester

A calculus based study of theoretical chemistry. Topics include thermodynamics, phase relations, solution properties, chemical equilibria, kinetic theory, and electrochemistry. Prerequisites: CHM132, PHY122 (or PHY132), CHM 232, MAT272.

3 class periods.

1 three-hour laboratory.

4 credit hours.

CHM342 Physical Chemistry II

Spring Semester

A continuation of Physical Chemistry I. Topics include kinetics, atomic and molecular structure, an introduction to quantum mechanics, and spectroscopy. Prerequisite: CHM341.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

CHM433 Advanced Organic Chemistry

Spring Semester

A study of the principles and applications of physical, theoretical and mechanistic organic chemistry. Topics include methods of synthesis of organic molecules, kinetics and mechanisms of organic reactions, structure-activity relationship and spectroscopy. Prerequisite: CHM232.

3 credit hours.

Course Descriptions

CHM443 Inorganic Chemistry

Fall Semester

A study of the descriptive and theoretical aspects of modern inorganic chemistry. Topics include atomic structure, bonding theories, acid-base concepts, chemistry of the main group elements, coordination chemistry and the transition elements, and selected topics of current interest. Prerequisite: CHM132, CHM232.

3 credit hours.

CHM481, CHM482 Independent Study

The Independent Study Program enables a student to do research or in-depth study in a specialized area of chemistry. While the student conducts his/her work under the guidance of a faculty member whom he/she chooses, there may or may not be regular class meetings. Effective independent study is characterized by a reduction in formal instruction by faculty and an increase in student initiative and responsibility for his/her own process of learning.

1-6 credits per semester.

CHM490 Chemistry Internship

This off-campus internship is designed to give the students an opportunity to make use of the practical aspects of their classroom knowledge, thus developing their confidence and understanding through experience. The corporate supervisor and the faculty supervisor will evaluate student's performance. Prerequisites: Junior standing including CHM131-132, CHM231-232 and departmental approval of each participant's individual program.

3 credit hours each semester.

** May be used to satisfy laboratory science requirement.*

Communication

CM100, CM101, CM102, CM103

Public Speaking Practicum

Fall-Spring Semesters

Directed experiences in verbal and nonverbal communication, performance, listening, and other special topics. Credit is given for speeches made in the community and/or with the forensics team at intercollegiate competitions.

1 class period, plus outside participation.

1 credit hour per semester, up to 4.

CM132, CM133, CM134, CM135

Radio Practicum

Fall-Spring Semesters

An opportunity to participate in the various activities of an on-air radio facility, including announcing, news gathering and presentation, programming, copywriting, and record and tape library activities.

1 credit hour per semester, up to 4.

CM150 Beginning Sign Language

Fall-Spring Semesters

An introduction to signed languages and manual communication skills, including the manual alphabet, an introduction to Deaf culture, approximately 200 basic signs and the history and place of signed communication in society.

2 hours of lab.

1 credit hour.

CM204 Introduction to Speech Communication

Fall-Spring-Summer Semesters

An introduction to the dynamics of speech communication, including analysis of the variables inherent in intrapersonal, interpersonal, small group, and public communication. The student will learn to analyze communication situations and develop criteria for determining the effectiveness of speech by participation in speaking and evaluation assignments.

3 credit hours.

CM206 Communication Theory

Spring Semester

An introduction to the most important theories and principles of communication. Special attention is given to information theory, persuasion theory, symbolic interactionisms, and critical reasoning. Prerequisite: CM204 or taken concurrently with CM204.

3 credit hours.

CM207 Rhetoric & Public Address

Spring Semester

This course is designed to study and research the theoretical, philosophical, and historical bases of rhetorical theory from the ancient Greeks and Romans through the present day. Emphasis will be placed on rhetoric as a practical art (public address) and as scholarly pursuit (rhetorical criticism). Students will evaluate contemporary speeches applying developed skills.

3 credit hours.

CM211 Mass Communication

Fall Semester

A survey of the theories, technologies, industries, and practice of Mass Communication. Included is an examination of the media as institutions of both popular culture and art, as well as the development of critical evaluation skills necessary for the consumption of mass communication products.

3 credit hours.

CM212 Public Speaking

Spring Semester

A study of public speaking, through theory and performance, with emphasis on audience analysis and the rhetorical situation. Organization, content, style, and delivery will be studied. Students will give a minimum of three speeches. Prerequisite: CM204.

3 credit hours.

CM221 Public Relations

Fall Semester

This course examines theory, strategies and ethics used in the practice of Public Relations. Students focus on research, planning, audience reach and evaluation of public relations in corporate, governmental, educational and international settings. Students are introduced to written, spoken and visual communication techniques. Exams, case study analysis and the design and development of a public relations project are required.

3 credit hours.

Course Descriptions

CM222 Nonverbal Communication

Fall Semester – Odd years

This course will identify and discuss the primary categories of nonverbal communication behaviors utilized in daily communication activities. Material will be applied to a variety of common communication contexts, i.e., interpersonal, business, and academic relationships.

3 credit hours.

CM231 Radio Production I

Fall-Spring Semesters

Theory and practice in sound-studio production techniques, including operation of studio and control room equipment and remote production techniques. Students produce a variety of program material.

2 class periods.

3 hours practicum.

3 credit hours.

CM241 Radio Production II

Fall Semesters

Continued instruction in radio production stressing a higher level of technical and aesthetic skills. Instruction focuses on the complex skills involved in program development, understanding the theory of various program formats, and understanding the Federal Communication Commission's rule and regulations that apply to the practical issues of radio production.

3 credit hours.

CM250 Advanced Sign Language

Fall-Spring Semesters

A more intensive examination of the linguistics of signed languages and Deaf culture with an emphasis on receptive language skills and increased vocabulary. Prerequisite: CM150.

2 hours of lab.

1 credit hour.

CM304 Group Discussion

Fall Semester – Even Years

A study of the theories and skills associated with group decision making and problem solving. Students will learn the elements of participation and leadership, and will develop an understanding of how groups operate.

3 credit hours.

CM310 Argumentation and Debate

Fall Semester – Even years

An examination of traditional and contemporary theories of argumentation and debate including methods of reasoning in argumentation, issues analysis, and the strategy and tactics of case construction. Students will participate in debates.

3 credit hours.

CM321 Writing for Public Relations

Spring Semester

This course is designed to develop student knowledge, skill and abilities in the production of releases, fact sheets, media kits, backgrounders, newsletters, brochures, articles, speeches, public services announcements for print and electronic media. Students are urged to develop a portfolio of their work.

Students are evaluated on the writing quality of a variety of assigned projects, by exam, and project presentations. Prerequisite: CM221 Public Relations.

3 credit hours.

CM327 Persuasion

Fall Semester

A study of historical and theoretical perspectives of persuasion. Topics covered include the elements, functions, and contexts of persuasion as well as how messages are diffused. Applications are made through written papers related to topics of student interest. In addition, library research skills will be sharpened using professional journals to develop a rationale for research.

3 credit hours.

CM328 Communication Strategies

Fall Semester – Odd years

A course for those with interest in the way communication works within a business or organization. Special attention is given to learning the theories of organizational communication and to developing and implementing appropriate communication strategies in a variety of situations.

3 credit hours.

CM329 Interpersonal Communication

Spring Semester

Students will combine current theories of interpersonal communication with related concepts and apply these to daily interpersonal interactions with friends, family, peers, and coworkers. Prerequisite: CM204.

3 credit hours.

CM331 Video Production I

Fall-Spring Semesters

A study of the practical and aesthetic factors in basic video production, including the operation of cameras, lighting, editing, performance, studio functions, and electronic field production. Industry opportunities and practices are also addressed.

Prerequisite: CM231.

2 class periods.

3 hours of practicum.

3 credit hours.

CM332 Media Writing

Spring Semester

The application of creativity to the practical concerns associated with radio and television advertising spot writing. Emphasis is paid to such considerations as potential audiences, technique and idea development, writing to time limitations, creative complexity, and formatting. Prerequisite: CM331.

3 credit hours.

CM340 News Writing and Production

Fall Semester

This intensive studio course introduces students to broadcast journalism, news gathering, and newscast production. Students are responsible for writing and delivering radio and television news and producing broadcast quality newscasts. Evaluation includes exams, writing and air check samples, and production assessment. Prerequisite: CM231, CM331.

3 credit hours.

Course Descriptions

CM341 Video Production II

Spring Semester

Extensive study of the aesthetic forces inherent in the composition of the visual image, as well as continued instruction in higher level video production techniques. Students apply these advanced aesthetic and technical considerations through a variety of independently produced video projects. Prerequisite: CM331.

3 credit hours.

CM347 Corporate Video

Fall Semester

This course introduces the student to the corporate video marketplace, the use of video in programming and instructional design, pre-production, studio and field production, editing, mixing, budgeting, funding and program distribution. Corporate video provides the student with the opportunity to apply previous production course proficiencies in a corporate television context. Students with a strong interest in program design, development are urged to take this course. Prerequisites: CM331 Video Production I & CM341 Video Production II and CM206 Communication Theory.

3 credit hours.

CM355 Electronic News Reporting

Spring Semester

This course provides the student with the opportunity to develop skills, style and proficiencies in electronic news reporting, editing, photojournalism and performance. Students are required to produce news wraps, packages, features and series on issues or events; and are encouraged to develop resume tapes of their work. Grading involves exams, written issue analysis, and broadcast quality of field news reports.

3 credit hours.

CM402 Communication Seminar

Fall-Spring Semesters

An intensive examination of communication theories and concepts through directed research and writing. Prerequisite: The completion of 90 credit hours, including 12 credits in speech or speech-related courses.

3 credit hours.

CM410 Media Management

Fall Semester

This course explores the duties, tasks and responsibilities of a media manager within a multi-dimensional corporate environment. Issues of staffing, budgeting, production scheduling, equipment acquisition, planned obsolescence and delivery mechanisms will be discussed. Particular emphasis will be placed on planning and managing expanding applications of media technologies throughout the organization. Prerequisites: CM331 Video Production I and CM341 Video Production II, and CM347 Corporate Video.

3 credit hours.

CM421 Advanced Public Relations

Spring Semester

This course concentrates on comprehensive PR campaign design, development and implementation and evaluation. Special emphasis is given to research methods, public opinion,

strategic planning, campaign coordination, media relations, crisis communication planning, response and recovery. Student groups work directly with a local nonprofit organization in the design of a campaign, program or event proposal. Exams, situational media exercises and issue papers are also required.

3 credit hours.

CM431 Advanced Production

Spring Semester

Advanced Production affords students the opportunity to concentrate for a semester on the intensive production of professional quality narrative, documentary, journalistic, and/or experimental video projects. Student directors submit proposals and scripts for projects they wish to produce, and then engage other students as their production personnel. Prerequisite: CM341.

3 credit hours.

CM434 Media Law and Ethics

Fall Semester

This course examines the American Legal System and the legal ramifications involving media, including free speech, privacy, censorship, defamation, obscenity, freedom of information, copyrights, journalistic access and ethics, court coverage, and electronic media regulation, advertising and ownership issues. Special attention is given to current media law cases and recent case studies. Prerequisites: CM206 and CM311.

3 credit hours.

CM444 Special Topics in Communication

Offered on request

Thorough study of selected themes and issues in communication, such as gender communication, health communication, and political communication patterns. The specific topics may be suggested by faculty members or students. Students may take this course only once.

3 credit hours.

CM450, CM451 Communications Internship

Offered on request

Planned and supervised work experience in oral or written communications at selected cooperating firms or organizations. Supplementary training conferences, reports, and appraisals. Prerequisites: 60 credits completed, 2.5 overall GPA, and departmental approval of each student participant's individual program.

2 to 6 credit hours (depending upon the length and scope of each program).

CM498, CM499 Independent Study

Offered on request

An opportunity for the student who wishes to undertake a well-defined research project. While the student conducts work under the guidance of a faculty member of his or her own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. Prerequisite: 60 credits completed and 2.5 overall GPA.

1-3 credit hours.

Course Descriptions

Criminal Justice

CJA100 Orientation to Criminal Justice

Fall Semester

This course is intended to acquaint the criminal justice student with those various agencies that comprise the criminal justice system. Guest speakers representing city, county, state and federal agencies present informative discussions concerning the employment qualifications, functions, and responsibilities of their respective organizations. This course is graded on a pass/fail basis.

1 credit hours.

CJA101 Introduction to Criminal Justice*

Fall-Spring Semesters

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the process of the administration of criminal justice.

3 credit hours.

**PC101 Introduction to Criminal Justice is a Prerequisite to all Criminal Justice (CJA) courses.*

CJA102 Introduction to Private Security

Spring Semester

A basic overview concerning industrial, commercial, and governmental aspects of security, to include its development and application in various sectors of public and private enterprise. (This is a prerequisite for all security courses.)

3 credit hours.

CJA110 Juvenile Delinquency

Spring Semester

Problem of juvenile delinquency, theories of causation and prevention programs. Police prevention program, juvenile courts, institutional treatment, community sources for prevention, federal and state programs.

3 credit hours.

CJA115 The Citizen and the Court

Spring Semester

A detailed study of legal procedures through which the accused passes from arrest to release. There will be an analysis of safeguards established for the protection of individual liberties.

3 credit hours.

CJA202 Principles of Commercial and Industrial Security

Fall Semester

A comprehensive study of the methods of prevention and control of losses in business and industry, to include detection and application of countermeasures, through the use of mechanical means, planning, and the allocation of personnel and other resources.

3 credit hours.

CJA203 Ethical Issues in Criminal System

Spring Semester

The primary purpose of this course is to introduce to students the various aspects of ethical behavior expected of practitioners in the criminal justice system. Included will be the decision-making process, concerns regarding corruption, the use of force,

plea bargaining, capital punishment, and other issues of concern. Other topics of immediate importance will also be examined as a contemporary segment of the course, in order to help prepare students to serve the public in a professional manner.

3 credit hours.

CJA204 Legal Standards of Security

Spring, even numbered years

This course is primarily concerned with federal, state and local laws, regulations, standards, and guidelines that control the practices of private security functions. Included are the laws of arrest, search, seizure, questioning, and federal, state and local regulations pursuant to the safe and legal standards pertaining to the operation of private enterprise.

3 credit hours.

CJA 205 Probation/Parole

Fall Semester

A fundamental review of the factors and general guidelines related to probation and parole, including the history and operational functions of these elements of the criminal justice system.

3 credit hours.

CJA225 Criminal Investigation

Fall Semester

This course will examine the fundamental principles and theories of criminal investigation, with concentration on the following subjects: report writing, sources of information: witnesses, complainants, victims, observation, physical description, identification, interviews, interrogation, modus operandi, informants, surveillance, undercover techniques, crime scene search, collection, preservation, and processing of physical evidence; raids, arrest, search and seizure, case preparation, and courtroom demeanor and testimony.

3 credit hours.

CJA226 Advanced Criminal Investigation

Spring, even numbered years

A course designed to apply the basic fundamentals of investigation in the investigation of specific offenses; homicide, suicide, robbery, rape and sex offenses, burglary, larceny, narcotics, and arson. Prerequisite: CJA225.

3 credit hours.

CJA230 Introduction to Criminalistics

Spring Semester

An introduction to the utilization of scientific methods and instrumentation in the analysis of physical evidence at crime scenes and in the laboratory. Topics include: fingerprints, cast and mold development, blood and other body fluids, hair, fibers, tool marks, paint, glass and plastic fragments, ballistics, and specialized instrumentation.

3 credit hours.

CJA245 The Police and the Community

Fall Semester

An in-depth study of the police subculture with major emphasis on their role and function as well as the sociological and psychological behavioral patterns of police officers. Community perception of the police, including the effects of prejudice, dis-

Course Descriptions

crimination, discretion, and the concepts of contemporary police-community relations programs will be examined.

3 credit hours.

CJA255 Police Operational Functions

Fall-Spring Semesters

A comprehensive analysis of the organization, function, and current trends of police operations, pertaining to patrol, investigations, vice and narcotics.

3 credit hours.

CJA301 Security Planning and Supervision

Spring, odd numbered years

The intent of this course is to focus on tenets in regard to organizing, planning, directing, controlling, and coordinating security personnel. Prerequisite: CJA102.

3 credit hours.

CJA302 Criminal Law

Fall-Spring Semesters

Substantive criminal laws are reviewed thoroughly from their Anglo-American common law origins and compared with contemporary Pennsylvania crimes code standards. Sophomore standing.

3 credit hours.

CJA303 Women in Criminal Justice

Spring Semester

An overall view of the involvement of women in the criminal justice system. This course will examine females as offenders and victims. This study will also examine women as criminal justice professionals: The barriers, the opportunities, and their future within the criminal justice system.

3 credit hours.

CJA323 Arson, Bomb, and Ballistics Investigation

Spring Semester

Methods of scientific analysis are used in the investigation of fires, bombs and explosives, bullets and cartridges. Glass and document evidence are also examined. The value of the evidence and its presentation in court are discussed. Prerequisite: CJA230.

3 credit hours.

CJA324 Evidence Analysis Techniques of Body Fluids

Fall Semester

Methods of scientific analysis are used in the collection, identification and comparison of physical evidence. This includes blood, semen, other body fluids, drugs, alcohol and toxicology. Prerequisite: CJA230.

3 credit hours.

CJA333 Traffic Administration and Investigation

Spring Semester

An integration of the four "E's" of traffic administration – Engineering, Education, Enforcement and Enactment. Stress is placed on a smooth, efficient flow of traffic while maximizing safety and minimizing deaths, personal injury and property damage.

3 credit hours.

CJA335 Community Corrections

Fall Semester

Introductory course to non-institutional treatment of offenders including the correctional places, probation, parole, supervision, legal aspects and research.

3 credit hours.

CJA341 Law of Criminal Procedure

Fall-Spring Semesters

A detailed study of the laws of arrest and search as affected by recent decisions of the United States Supreme Court and various state appellate courts, including Pennsylvania Superior and Supreme Courts. Prerequisite: Must have completed 30 hours.

3 credit hours.

CJA350 Principles of Crime Scene Search

Fall Semester

This course consists of the factors included in an in-depth crime scene examination, and includes the following: preservation of the scene; note taking; preliminary examination and detailed search procedures and methods; sketching; measurements; photography; collection; marking, packaging, and transporting physical evidence to the laboratory. The process of fingerprinting and developing latent prints is also examined. Prerequisites: CJA225 and CJA230.

3 credit hours.

CJA351 Criminal Justice Organization and Management

Fall-Spring Semesters

This course will examine the basic principles of organization and management in Federal, state, county, and municipal criminal justice agencies. The important areas of leadership, planning, discipline and contemporary criminal justice management problem will be analyzed. Prerequisites: Must be a graduating senior.

3 credit hours.

CJA360 Criminal Justice Practicum

Fall-Spring Semesters

A carefully planned program that provides actual on-the-job experience. Agencies are carefully selected that will provide a variety of experiences of educational value. The student will spend 120–240 hours with a selected criminal justice agency plus conferences with the supervising professor. Prerequisite: Junior standing, 2.0 GPA, and permission of instructor.

3–6 credit hours.

CJA470 Selected Topics in Criminal Justice

Fall-Spring Semesters

A seminar in the field of criminal justice and security which will deal with specific areas of concern to practitioners, students, and interested community members.

3 credit hours.

CJA480 Institutional Corrections

Spring Semester

A study of correctional institutions, allied agencies and their resources, the state correctional program, and legal matters related to and focused upon correctional issues. Prerequisite: CJA205.

3 credit hours.

Course Descriptions

CJA499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his choosing, the project is carried out in an independent manner without regular classroom meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

Earth/Space Science

ESS111 Earth and Space Science*

Fall-Spring Semesters

Earth and Space Science is an introductory laboratory-oriented course which includes a study of the basic principles of geology and astronomy. By using the scientific method, the course covers a study of the earth, the study of the formation of common rocks and minerals, rock classification, mountain building, the structure of the earth, geological processes that create the surface landscape, plate tectonics, geologic and topographic maps, the solar system, planetary motion, the sun and star evolution, the moon and celestial observation. Field trips are part of this course.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

ESS141 Introduction to Astronomy*

Spring Semesters (odd numbered years)

This laboratory oriented introductory course will examine: historical aspects of astronomy; evidence of the origin and evolution of the universe, galaxies, stars, solar system, and earth; space exploration – past, present and future; and a detailed investigation of our solar system with emphasis on the sun, moon and planets. Mathematical computations, computer activities, and field trips to observatories and planetariums are part of this course.

2 class periods.

1 three-hour laboratory period.

ESS231 Geologic History of the Earth*

Spring Semesters (even numbered years)

Earth history is a field science. This laboratory oriented introductory course will examine: The geologic time scale; evidence describing the evolution of the earth; changing patterns of mountains, lowlands, and seas; development of organisms; fossils; geologic maps and topographic maps; geologic problems; physical properties of rocks and minerals; and plate tectonics. Appalachian geology and local geology will be emphasized where applicable. Field trips are part of this course. Prerequisite: ESS111 Earth Space Science.

2 class periods.

1 three-hour laboratory period.

**course satisfies laboratory science requirement*

Economics

ECO200 Principles of Economics (Macro)

Fall Semester

The study of aggregate or total economic activity. Topics such as employment, inflation, and production are analyzed in relation to national economic policies.

3 credit hours.

ECO201 Principles of Economics (Micro)

Spring Semester

The study of individual decision makers within the economy. Price and output determination is explained by the interaction of supply and demand, the behavior of the firm and the household, and the impact of various market structures. Prerequisite: ECO200.

3 credit hours.

ECO310 Money and Banking

Fall Semester

An analysis of money and credit and their relation to economic activity and prices; organization, operation, and functions of the commercial banking system; structure, objectives, functions, and instruments of control of the Federal Reserve System; monetary policy and international financial relationships. Prerequisite: ECO201, and two semesters of Accounting.

3 credit hours.

ECO350 Intermediate Microeconomics

The foundations of price theory, including an analysis of consumer and firm behavior, competition and efficiency, factor markets, income distribution, and general equilibrium. Prerequisite: ECO201.

3 credit hours.

ECO400 International Economics

Spring Semester

A study of factors affecting international trade, including resource allocation, motives for methods of protectionism, foreign exchange and currency valuation, international debt, the role of risk in international trade and finance, and economic growth. Prerequisite: ECO201.

3 credit hours.

ECO450 Economics and Finance Seminar

Selected readings, discussions, and papers on topics which provide a capstone experience which will emphasize an integration of the courses taken within the major. Prerequisite: Senior standing in the major.

3 credit hours.

ECO490, ECO491 Economics and Finance Internship (M413)

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior standing and departmental approval of each student participant's individual program. The program requires approximately ten hours per week for twelve weeks. Grading will be Pass/Fail.

3 credit hours.

Course Descriptions

Elementary Education

EE104 College Reading Improvement and Study Skills

Fall-Spring Semesters

A developmental course in reading comprehension, vocabulary expansion, and retention. A significant part of the course is devoted to assisting the student in developing effective study skills.

3 credit hours.

EE201 Teaching Language Arts and Children's Literature in Elementary School

Fall-Spring Semesters

Preparation for, and practice in, teaching communication skills in the elementary school. Potential elementary teachers are provided the essential techniques, strategies and familiarity with a whole language approach to language/literacy acquisition. An important segment is teacher awareness and appreciation of the role of children's literature within the curriculum. Prerequisite: EE221.

3 credit hours.

EE207 Literacy Development In Young Children Reading Readiness

Fall Semester

A study of the significance of the interaction between the home and the school in preparing the child for reading. The use and limitations of reading readiness tests, mental age, concept of reading readiness, content of reading readiness programs and assessment of the child's readiness for reading instruction will be explored. Recognition of developing literacy in young children and procedures for furthering that development will provide the primary emphasis of learning in this course. Prerequisite: EE221.

3 credit hours.

EE210 Early Childhood Curriculum

Fall Semester

A course designed for the individual who is interested in working with pre-school children. Emphasis is on the pre-school child, types of schools and programs for pre-school children, teaching techniques and strategies to be employed with this age group and recent trends in early childhood education. Field experience in an early childhood setting is a required component of this course. EE210 is a prerequisite for EE211 Practicum in Early Childhood.

3 credit hours.

EE211 Practicum in Early Childhood Education

Spring Semester

This course provides the student with experiences in an early childhood setting in nursery schools and day-care centers in York County. Under the supervision of the College and the cooperating institution staff, the student engages in planning, conducting and evaluating classroom learning activities. Prerequisites: EE210, EE221.

1 class period and arrangements with cooperating institutions.

3 credit hours.

EE221 Introduction to American Education

Fall-Spring Semesters

Emphasizes the role of the school in societal setting, the functions of schools in a changing society, community and governmental influences upon education, the school as both producer and product of social change, and the historical development of schools in America. Relates the teacher's roles and surveys philosophical influences.

3 credit hours.

EE301 Foundations of Reading Instruction (Developmental Reading)

Fall-Spring Semesters

This course provides students with the foundations for teaching reading in the elementary school. Course topics include: Early literacy development, approaches to reading instruction, systematic instruction vs. whole language philosophy, vocabulary development, comprehension instruction, content area reading, and instructional adaptations for ethnically diverse and exceptional learners. This course is the foundational course for all other reading courses. Prerequisite: EE221.

3 credit hours.

EE302 Diagnostic and Remedial Reading

Fall-Spring Semesters

Surveys problems in diagnosing and handling of pupils' reading difficulties to include appraisal techniques, procedures, and materials for corrective and remedial instruction. Conducting a Case Study with an individual child will constitute a significant portion of the workload in this course. Prerequisites: EE301, EE221.

3 credit hours.

EE304 Teaching Elementary Social Studies in Elementary School

Fall-Spring Semesters

Preparation for teaching elementary school social studies. Course content deals with recent techniques, development in approaches, methods and materials for teaching social studies. Emphasis is on the utilization of children's literature in teaching social studies. Prerequisites: PSY360 and EE221 or permission of the instructor.

3 credit hours.

EE307 Emergency First Aid and C.P.R.

Spring Semester

This course is designed to give the layman whether at work, coaching, or at home the necessary knowledge to give immediate care to the sick or injured. The course also involves basic anatomy and physiology and an orientation in safety. Nationally recognized certification in First Aid and CPR will be awarded upon successful completion of the course and the satisfying of the certifying agencies' requirements.

3 credit hours.

EE309 Principles of Athletic Coaching

Fall Semester

A course designed to supply students with an ethically and educationally sound philosophy underlying the inclusion of competitive athletics in the education program. It is designed to

Course Descriptions

provide a background of psychological and physiological insights to enable the beginning coach to effectively teach individual and group motor skills.

3 credit hours.

EE310 Physical Education and Recreational Activities Fall-Spring Semesters

The overall goal of general education and of physical education is to help individuals achieve optimum growth and development. This course will provide the student with an understanding of the place of physical education in the elementary school program and see it as a vital contributing portion of the total school curriculum. The student will also gain an understanding of the basic principles for selection of games and skills appropriate to grade and developmental levels, preparation for teaching the activities, presentation of activities to children, organization of children into game formation and supervision of children in game and skill activities. Also emphasized is an understanding of an individual's physical fitness needs assessment and promotion of achieving their personal fitness goals. Prerequisites: EE221 or permission of instructor.

2 credit hours.

EE311 Prevention and Treatment of Athletic Injuries - Level I Spring Semester

This course is designed to provide the student with insights and skills necessary to handle basic sport injury situations. Course content deals with the prevention and evaluation of common injuries and the basic treatment and management of these injuries.

3 credit hours.

EE313 The Psychology of Reading Fall Semester

The course is concerned with what psychologists have discovered about personality of development, learning styles, and classroom interaction as they relate to the teaching of reading. Students are encouraged to examine their own teaching and learning styles. Participants will assume active roles in the teaching/learning process of this course. Prerequisites: EE221, EE301, or permission by instructor.

3 credit hours.

EE314 Current Issues in Reading Spring Semester

Provides students with opportunities to survey issues which have a current impact on the teaching of reading in our schools. The design of the course will require students to participate in a variety of learning settings, i.e., large group, small group, instructor/student, and independent research. School visitations to observe current methods and innovations in the teaching of reading are integral components to this course. Prerequisites: EE221, EE301, or permission of instructor.

3 credit hours.

EE315 Teaching Mathematics in the Elementary School Fall-Spring Semesters

Preparation for, and practice in, teaching K-6 elementary school mathematics. Potential teachers are provided with the essential

strategies that facilitate the development of mathematical concepts in the elementary curriculum. The course includes instructional techniques, assessment, using children's literature and cooperative grouping through "hands-on" inquiry, process approaches that meet the National Council of Teachers of Mathematics (NCTM) Standards. Prerequisite: EE221, MAT190 and MAT105.

3 credit hours.

EE316 Teaching Science and Health in the Elementary School

Fall-Spring Semesters

Preparation for and practice in teaching K-6 elementary school science and health. Emphasis is placed on the inquiry approach and the development of concepts. The course includes instructional techniques, strategies to generate background knowledge, types of questions and tasks that facilitate intrinsic motivation, learning, and achievement, cooperative learning strategies, the use of children's literature in science, and assessment strategies. The course is designed to help potential teachers implement the national science standards. Prerequisites: EE221, PSC111 or PSC112, BS101 or BS102.

3 credit hours.

ED320, SE320 Computers in the Classroom Fall-Spring Semesters

Students will be acquainted with the variety of ways in which the computer may be used to enhance teaching strategy and provide enrichment activities for subject matter. They will also learn to use and evaluate a wide range of instructional software packages and work with ways in which word processing and program utilization can make instructional preparation of materials easier and of higher quality. There will also be information about computer hardware and terminology essential to teaching. Prerequisite: EE221

1 credit hour.

EE333, SE333 Teaching Learning Disabled Students (K-6)/(7-12)

Fall-Spring Semesters

Preparation for and practice in teaching students who are learning disabled. Potential teachers are provided the essential content knowledge, understanding, techniques, approaches, technology and materials needed. The course will focus on identification of learning disabled students and specific teaching methodology, including whole language and process learning approaches that generate the development of fundamental and higher-order thinking, writing and learning skills in all subject matter. Included are authentic contexts for learning, e.g., children's or tradebook literature, multisensory learning, and authentic evaluation. Prerequisites: PSY327 and EE221.

3 credit hours.

EE340 Counseling in Special Education K-12

A study of theory and skills associated with individual decision making and problem solving in difficult communication of behavioral situations in the education of exceptional students. Prerequisites: PSY100 and EE221.

3 credit hours.

Course Descriptions

EE401 Instructional Media

Fall-Spring Semesters

Surveys principles underlying the use of audiovisual materials and devices in teaching and the utilization of teacher-made and commercial materials. The computer, as an important educational resource, is also included. Through laboratory work, the prospective teacher acquires skill in the use of typical classroom hardware and software items. Prerequisite: Admission to the Professional Semester.

2 credit hours.

EE402 Professional Orientation and School Law

Fall-Spring Semesters

Reviews public school structure and organization in terms of the teacher's role and the relationships with school board, administrators, supervisors, other professional and para-professional personnel, and school patrons. Familiarization with the legal foundations applicable to employment with functioning in a public school setting. To be taken the academic term prior to the Professional Semester. Prerequisite: EE221.

2 credit hours.

EE404 Directed Observation and Student Teaching

Fall-Spring Semesters

Under the supervision of college and cooperating school staff, the student engages in the actual planning, conduct, and evaluation of classroom learning activities. Focusing upon integration of all aspects of the practicum is an integral part of the course. Prerequisites: Admission to the Professional Semester, successful completion of EE401, EE401, EE412, and EE414. \$150.00 fee.

Full-time by appointment during last part of semester.

8 credit hours.

EE405, SE405 Independent Study in Education

Fall-Spring Semesters

This offering is intended only for Education majors of Senior standing who do not engage in student teaching. Under the direction of designated departmental faculty, the student engages in research or developmental activities specifically related to a topic or project approved by the Department Chair. The student is required to submit tangible evidence of activities and resultant growth for evaluation. May be scheduled during the last year of candidacy only.

2 to 8 credit hours.

EE409 Internship in Reading

Fall-Spring Semesters

A closely supervised program that provides students with experience in Reading Centers and/or classrooms in elementary schools under the guidance of a reading instructor. Designed for elementary education majors with a concentration in Reading. Students will be expected to spend approximately 10 hours a week in their reading internship placement; thus, the remainder of the college student's schedule would be arranged accordingly. Prerequisites: EE301, Completion of EE302 is desirable.

1 class period.

Approximately 10 hours per week in field work.

3 credit hours.

EE412, SE412 Student Teaching Practicum

Fall-Spring Semesters

A weekly meeting conducted during the Professional Semester. This is required of all student teachers and is designed to focus upon the integration of all aspects of the student teaching experience.

1 class period.

1 credit hour.

EE413 Issues and Concerns in American Education: Classroom Strategies

Fall-Spring Semesters

This course focuses on selected problems facing teachers daily. It provides students with an investigative look at major controversies of American Education and appropriate strategies with which to confront them. It will target such issues as working with exceptional children, classroom management and discipline strategies among others. Students will participate in a variety of learning settings and research projects. Prerequisite: EE221.

2 credit hours.

EE414, SE414 Teaching Exceptional and Multicultural Students (K-6)/(7-12)

Fall-Spring Semesters

Preparation for and practice in teaching students who are highly diverse in ability, cultural background, and level of handicap. Potential elementary teachers are provided the essential content knowledge, understanding, techniques, approaches, technology, and material needed. The course will focus on whole language and process learning methodology that generates the development of fundamental and higher-order thinking, writing, and learning skills in all elementary subject matter. Included are authentic contexts for learning, e.g., children's literature, authentic evaluation, multisensory learning. Prerequisites: Admission to the Professional Semester, PSY100, PSY360, EE221.

2 credit hours.

EE498, EE499, SE398, SE499 Independent Study,

Fall-Spring Semesters

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1 to 3 credit hours each semester.

Secondary Education

SE320, EE320 Computers in the Classroom

Fall-Spring Semesters

Students will be acquainted with the variety of ways in which the computer may be used to enhance teaching strategy and provide enrichment activities for subject matter. They will also learn to use and evaluate a wide range of instructional software packages and work with ways in which word processing and program utilization can make instructional preparation of

Course Descriptions

materials easier and of higher quality. There will also be information about computer hardware and terminology essential to teaching. Prerequisite: EE221.

1 credit hours.

SE333, EE333 Teaching Learning Disabled Students (K-6)/(7-12)

Fall-Spring Semesters

Preparation for and practice in teaching students who are learning disabled. Potential teachers are provided the essential content knowledge, understanding, techniques, approaches, technology and materials needed. The course will focus on identification of learning disabled students and specific teaching methodology, including whole language and process learning approaches that generate the development of fundamental and higher-order thinking, writing and learning skills in all subject matter. Included are authentic contexts for learning, e.g., children's or tradebook literature, multisensory learning, and authentic evaluation. Prerequisites: PSY327 and EE221.

3 credit hours.

SE350 The Secondary School Experience

Fall Semester

The responsibility of teaching, teacher, learning and learner comes into focus as the educational experiences of the adolescent are studied. Individual and group projects delve into the domain of secondary curriculum. The development and direction of the American secondary school system is investigated through the cooperative efforts of student and teacher. Issues and problems are researched as to their genesis, growth, and influence on today's classroom. Curricular materials, guides, projects, and approaches are reviewed and then compared to the identified needs of society and the individual. Prerequisites: EE221 or permission of the Director of Secondary Education, or instructor.

3 credit hours.

SE351 Teaching Strategies in the Secondary Schools Spring Semester

Students and instructor share in the development presentation, and evaluation of individual mini-lessons. Microteaching techniques are used with videotaping procedures to practice and improve lesson presentation skills. Concentrated efforts are targeted to the development of techniques and methods that best enhance classroom learning. Discussion and group work combine to lend credence to course assignments and to give students direct experience with professional practices. Prerequisites: EE221 or permission of the Director of Secondary Education, or instructor.

3 credit hours.

SE352 Teaching Social Studies in the Secondary School Spring Semester

The focus of this course is to research various social studies course curricula, methodological approaches and selected topical themes. Consideration is given investigating the various approaches to the social studies and how they might best be integrated into a classroom of secondary students. Prerequisites: EE221, SE350 or permission of Director of Secondary Education, or instructor.

3 credit hours.

SE353 Teaching Secondary Communications/ English Fall Semester

This course provides preparation for and practice in teaching secondary English or Communications. Students prepare and present lesson plans for teaching a variety of skills and appreciations in the English classroom. Areas of concentration include language study (grammar), reading, literature, writing, listening, and speaking. Prerequisites: EE221, SE350 or permission of the Director of Secondary Education, or instructor.

3 credit hours.

SE354 Teaching General Science in the Secondary School Fall Semester (even numbered years)

Preparation for, and practice in, teaching general science in the secondary school environment. Recent technology, development in approaches, methods and appropriate materials for teaching general science are explored. Emphasis is on a laboratory approach to teaching science and on laboratory skills through laboratory activities. Prerequisites: EE221, SE350 or permission by Director of Secondary Education, or instructor.

3 credit hours.

SE355 Teaching Mathematics in the Secondary School Fall Semester (odd numbered years)

Preparation for, and practice in, teaching mathematics in the secondary school. Course content deals with recent techniques, developments in approaches and methods and materials for teaching mathematics. Prerequisites: EE221, SE350 or permission of Director of Secondary Education, or instructor.

3 credit hours.

SE356 Reading in the Content Areas Spring Semester

Designed for both secondary and elementary teacher candidates. Emphasis will be placed on the strategies that assist students in comprehending textual material in all subject areas. Diagnostic procedures assessing reading behaviors will be stressed along with appropriate remedial procedures in addition to techniques for developing concept vocabulary skills, comprehension skills, and study skills throughout the curriculum. (The course is appropriate for elementary teachers planning to teach in the intermediate grades (4-6) and all secondary teachers.)

3 credit hours.

SE360 Teaching Reading and Writing in the Content Areas Fall-Spring Semesters

Introduction to strategies and techniques which secondary teachers use to help students understand and appreciate textual information. Since students at the high school level frequently require guidance as they attempt to learn and act upon new information, content area teachers have an important role in providing such guidance. Thus, this course prepares future secondary teachers with a wealth of student strategies to be used before, during, and after reading assignments.

3 credit hours.

SE405, EE405 Independent Study in Education Fall-Spring Semesters

This offering is intended only for Education majors of Senior standing who do not engage in student teaching. Under the

Course Descriptions

direction of designated departmental faculty, the student engages in research or development activities specifically related to a topic or project approved by the Department Chair. The student is required to submit tangible evidence of activities and resultant growth for evaluation. Prerequisites: Admission to the Professional Semester and permission of the Departmental Chair.

May be scheduled during the last year of candidacy only.
2 to 8 credit hours.

SE498, SE499, EE398, EE499 Independent Study

Fall-Spring Semesters

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1 to 3 credit hours each semester.

Physical Education

Vision Statement

To support the Mission of York College of Pennsylvania and its Department of Education by creating an environment which promotes the best models of positive, active, and healthful living through our programs and services.

Mission Statement

As Professional Educators working in the areas of teaching, coaching, athletic training, and advising, we will provide the knowledge and skills which will enable individuals of the York College of Pennsylvania community to achieve an integrated, active, healthy lifestyle.

Physical well being is a lifelong commitment which is enhanced by regular participation in physical activity. It is the purpose of the physical education division to contribute to this end by offering a variety of courses to help an individual meet this goal.

Physical education courses are offered in the areas of individual and team activities, dance, and aquatics. Several courses are beginning level; advanced courses are otherwise noted. Each provides the student with basic skills and knowledge so that he or she can successfully participate and enjoy the activity throughout a lifetime.

Physical education courses are either ½ credit (half of a semester), 1 credit hour (full semester) or 2 credit hours (full semester). Four credit hours of physical education are required for graduation. Amongst these four credits, Concepts of Physical Activity and Wellness (PE134) must be taken by all day students.

The following courses are ½ credit hour and meet twice a week for half the semester. Other courses are for 1 or 2 credits for the full semester as designated.

PE150 Archery

PE151	Badminton
PE152	Basketball
PE153	Field Hockey
PE154	Ice Skating (addl. fee for this course)
PR155	Soccer
PR156	Softball
PE157	Intermediate Swimming
PE158	Advanced Swimming
PE159	Tennis
PE160	Volleyball
PE161	Country Western Line Dance I
PE162	Country Western Line Dance II

PE110 Beginning Bowling (Coed)

An introductory course with special emphasis on equipment, rules, terminology, techniques of participation, etiquette, handicaps and league play. This course is held off campus at a local bowling alley. Students are responsible for transportation and the cost of bowling.

1 credit hour.

PE112 Square Dance (Coed)

An introductory course of the fundamental skills and knowledge that is necessary for the development of proficiency in the contemporary form of square dancing. Both singing and patter calls as used for directions, and the student will have the opportunity to dance to a variety of callers and styles. This course covers beginning through intermediate levels of square dances and challenges the student to develop good coordination, mental alertness and smooth rhythmic movement in a relaxing atmosphere and in the company of fellow students and friends. This is a fun, and infectious interesting activity and can be enjoyed throughout a lifetime.

1 credit hour.

PE117 Modern Dance (Women)

A creative approach to movement exploration with special emphasis on dance as related to the specific art periods.

1 credit hour.

PE118 Physical Fitness and Conditioning (Men)

A course designed to improve physical abilities such as strength, endurance, and flexibility. Concentration is upon individual activities such as jogging, weight training, calisthenic exercises and stretching for improving physical well-being.

1 credit hour.

PE119 Physical Fitness and Conditioning (Women)

A course designed to improve physical abilities such as strength, endurance, and flexibility. Concentration is upon individual activities such as jogging, weight training, calisthenic exercises and stretching for improving physical well-being.

1 credit hour.

PE130 Elementary Self-Defense (Women)

This course deals with the theory and techniques of self-defense. The content focuses on the techniques for eliminating dangers from daily living, methods for recognizing and avoiding dangers, and skills and strategies for employing physical defense when necessary.

1 credit hour.

Course Descriptions

PE134 Concepts of Physical Activity and Wellness (Coed)

This course is designed to give the student specific information concerning the benefits of developing a physically active lifestyle and the process necessary for designing a program to meet the individual's physical needs and interests. A wellness focus will also be included to help the student work toward a healthy lifestyle. It will enable the student to select appropriate physical activity courses and encourage individual participation in other campus and community activity programs.

1 credit hour.

PE135 Recreational Shooting (Coed)

A course designed as an orientation for individuals interested in the shooting sports. Safety is taught and emphasized throughout the course. The student will shoot rifle, pistol, and shotgun as well as being introduced to other areas such as hunting, antique and replica arms, gun collecting, etc. The class travels occasionally off campus for parts of the firearms training.

1 credit hour.

PE136 Aerobic Dance (Women)

This course is designed to help students develop an understanding and appreciation of the importance of improving their "aerobic" fitness as a part of total fitness. Students participate in a program of vigorous movement to music at a level consistent with their existing level of fitness and gradually strive to reach a higher level of fitness.

1 credit hour.

PE137 Introduction to the Martial Arts (Coed)

This course is an orientation to the martial arts. The content emphasizes the physical techniques and mental self discipline which are involved in the sport.

1 credit hour.

PE124 Lifeguard Training (Coed)

Prerequisite is completion of PE121 Intermediate/ Advanced Swimming or demonstration of equivalent swimming skills. The student must also have successfully completed EE307 Emergency First Aid/CPR or have current equivalent certification of the courses completed to be eligible for certification. Emphasis is placed on recognition of swimming hazards, swimmers in distress, and the methods of dealing with both. The course prepares the student for an entry level lifeguarding position. Nationally recognized certification issued upon successful completion of course requirements including a written and practical final.

2 credit hours.

PE126 Water Safety Instructor (Coed)

Prerequisite is completion of PE121 Intermediate/ Advanced Swimming or equivalent certification. An instructor's course in swimming, diving, water safety, and infant pre-school aquatic instruction. An opportunity for practical teaching experience will be offered as required for certification. Nationally recognized certification issued upon completion of course requirements.

2 class periods.

1 laboratory period.

2 credit hours.

Engineering

EPADS (Engineering Practice And Design Studio)

EPADS is a three-course sequence at the freshman level designed to accomplish the following objectives: (1) orient students to what engineers do and "how they think"; (2) develop some basic skills in the use of computers, hand tools and machines; (3) retain students who possess the interest and ability to succeed in engineering, but who otherwise would drop out before the upper division due to misconceptions about engineering; (4) improve oral and written communication skills of students; (5) build confidence in working with others (i.e., teamwork); and (6) expose students to the creative art of design early in the curriculum. The three EPADS courses are described below.

EGR101 EPADS I

Fall Semester

This course is divided into three four-week sections: (1) introduction to engineering, problem solving methodologies, and a competition design team project to create, design and build a simple mechanical device that will perform a specified function subject to a given list of constraints; (2) PC Tools including word processing, spreadsheet, math simulation and time charting; introduction to the mainframe and some on-line services; (3) four short projects including an ethics awareness exercise, shadowing of a "real" engineer with report, a "take apart" with report, and a "bad design" project with report given at a poster seminar session. (1, 6,3)*

EGR102 EPADS II

Spring Semester

This course will begin with two manufacturing-related field trips with reports. The remainder of the course will involve a real-life, open-ended, client-based, prototype-design problem to be solved by student teams. Emulation of industrial organization and design process from beginning to end. Design steps include RFP, proposal, contract, concept, design, construction, evaluation, test, demonstration, presentation, report(s) to the client and all deliverables. Topics to be studied include teaming, the design process, concurrent engineering, human factors aspects, product reliability and liability, maintainability, DFM, DFE, ethics and economics. (1,6,3)*

EGR103 EPADS III

Summer (mid May to mid July)

This is a course that integrates two topics traditionally offered separately: engineering graphics and machine shop. Topics include elements of descriptive geometry, orthographic projections and drawing, dimensioning and tolerancing, manufacturing principles and techniques, assembly drawings, computer-aided design, materials processing and machine tool applications. (1,6,3)*

EGR 251 Statics

Fall Semester and Summer (mid May to mid July)

Vector algebra of forces and moments. Free body diagrams and equilibria of particles and rigid bodies. Centroids and centers of gravity. Internal forces in trusses, frames, machines and beams. Friction and applications to machines. Moments of inertia and the principle of virtual work for rigid bodies. Prerequisites:

Course Descriptions

MAT171 Calculus I, MAT172 Calculus II, and PHY131 Engineering Physics I. (2,3,3)*

EGR252 Dynamics

Spring Semester

Vector kinematics and dynamics of particles and rigid bodies. Forces and accelerations. Newton's Second Law. Work and energy. Impulse and momentum. Impact. Mass moments of inertia. Introduction to vibrations. Prerequisite: EGR251 Statics. (2,3,3)*

EGR263 Materials Science

Fall Semester

A study of the relationship between the microstructure (atomic arrangements, crystal structure, defect distribution, phase composition) of engineering materials and their physical (mechanical, electrical, optical) properties. Each of the materials classes - metals, ceramics, semiconductors, polymers - will be discussed in this context. Prerequisites: MAT171 Calculus I and MAT172 Calculus II. (3,3,4)*

EGR264 Strength of Materials

Spring Semester

Concepts of loads, displacements, stress, strain and deformations in solids. Laws of elasticity. Properties of engineering materials. Analysis and design of bar-type members subjected to axial loading, torsion, bending, shear and combined loading. Principle of superposition. Pressure vessels. Plane stress and plane strain. Instability and buckling. Euler's column theory. Energy methods. Prerequisite: EGR251 Statics. (3,0,3)*

EGR270 Materials and Solids Laboratory

Spring Semester

This laboratory is divided into two parts. In the first part, seven short projects are used to familiarize the student with the mechanical behavior of engineering materials. These projects deal with the tensile, torsional, bending and impact properties; strain gages; LVDT; vibrations; and the instrumentation used to measure these properties. In the second part, students design and perform independent team project work. Reports will be given orally in seminars. Prerequisites: EGR252 Dynamics, EGR263 Materials Science, and EGR264 Strength of Materials. (0,3,1)*

EGR280 Electrical Circuits

Spring Semester

Fundamentals of electric circuits. Circuit analysis considering passive LRC elements. Ideal and controlled sources. Network theorems. Operational amplifiers. Steady-state and transient response of first and second order systems. Power calculations. Three-phase circuits. Laplace transforms and transfer functions. Two-port network descriptions. Prerequisites: PHY132 Engineering Physics II. Corequisites: MAT272 Differential Equations. (2,2,3)*

EGR290 Engineering Career Training Preparation

Spring Semester

This is a one-credit-hour seminar intended to prepare students for their first co-op work assignment and involves all engineering faculty. Students previously on co-op are invited to be pre-

sent and discuss their experiences. Guest speakers from industry are invited to discuss topics related to the real world of engineering work. (1,0,1)*

EGR320 Engineering Analysis

Fall Semester

An introduction to the mathematical techniques for solving engineering boundary-value problems. Orthogonal functions and Sturm-Liouville theory, with emphasis on Fourier series and Bessel functions. Solution of partial differential equations in engineering physics by separation of variables. Application of problems in fluid flow, elasticity, heat conduction, electromagnetic theory and acoustics. Prerequisites: MAT271 Calculus III and MAT272 Differential Equations. (3,0,3)*

EGR325 Thermodynamics

Fall Semester

Basic concepts and definitions. Pure substances. Work and heat. First and second laws. Reversibility and entropy. Irreversibility and availability. Some power and refrigeration cycles. Thermodynamic relations. Prerequisites: MAT172 Calculus II and PHY132 Engineering Physics II. (2,3,3)*

EGR340 Mechatronics

Fall Semester

Introduction to digital logic and microprocessors. Assembly language software interfacing with mechanical drives. Includes one 3-4 week design project to create a computer program to drive a smart stepper motor with feedback to perform a particular mechanical function. Prerequisites: Computer Programming and EGR280 Electrical Circuits. (2,3,3)*

EGR350 Numerical Methods

Summer (mid May to mid August)

Review of FORTRAN. Root finding and curve fitting. Solution to simultaneous algebraic equations. Eigenvalue problems. Numerical integration and differentiation. Numerical solution of ordinary differential equations. Initial-value and boundary-value problems. Prerequisites: MAT271 Calculus III, MAT272 Differential Equations and EGR320 Engineering Analysis. (2,2,3)*

EGR360 Fluid Mechanics

Summer (mid May to mid August)

Comprehensive first course in basic and applied fluid mechanics. Fluid properties, statics, kinematics and dynamics. Euler's and Bernoulli's equations. Hydrodynamics. Dimensional analysis and similitude. Real fluids, laminar and turbulent flows. Boundary layer model and approximate analysis. One-dimensional compressible flow. Introduction to turbomachinery with applications. Prerequisites: MAT272 Differential Equations, EGR251 Statics, EGR325 Thermodynamics. (3,0,3)*

EGR370 Thermo/Fluids Laboratory

Summer (mid May to mid August)

This laboratory course is divided into two parts. The first part uses basic experiments to familiarize the student with different instrumentation, measurement practices and data analysis used in fluid dynamics, heat transfer and heat power. In the second part, students (working in teams of three or four) perform

Course Descriptions

experiments designed by themselves. Reports will be given orally in seminars and permanently recorded as posters. Prerequisite: EGR360 Fluid Mechanics. (0,3,1)*

EGR380 Machine Design

Summer (mid May to mid August)

Theory and application of structural mechanics. Design of mechanical components and machines subject to static, dynamic and fatigue loading. Topics include matrix structural analysis and finite element techniques. Students use a commercial finite element program (e.g., NASTRAN or ANSYS) to solve a variety of design and analysis problems. The term project consists of a team competition to design, analyze, build, and test a light-weight structure. Prerequisites: EGR264 Strength of Materials; Recommended corequisite: EGR350 Numerical Methods. (3,3,4)*

EGR400 & 401 Senior Design I & II

Spring Semester & Summer (mid May to mid August)

The senior mechanical engineering student, operating as a member of a student design team, applies principles of the design process to produce a design in response to the request of an industrial sponsor. The design team, with the guidance of the faculty supervisor and the partnering industrial mentor must plan, direct, control, and effectively communicate the results of, the design effort. The design effort will include content material both within and beyond the curriculum as well as technical and non-technical considerations. When appropriate, the design effort will produce a deliverable prototype. Prerequisite: EGR380 Machine Design. (1,6,3)*

EGR410 Heat Transfer

Spring Semester

Comprehensive course in heat and mass transfer. Principles of conduction, convection and radiation with applications to heat exchangers and other practical heat transfer devices. Prerequisites: EGR320 Engineering Analysis, EGR325 Thermodynamics, EGR360 Fluid Mechanics. (2,2,3)*

EGR411 Thermal System Design

Spring Semester

Design methodology applied to real thermal systems, such as condensers, heat exchangers, and evaporators. Builds on basic principles from EGR410 (Heat Transfer) with the addition of multi-phase flow, boiling and condensation phenomena. Students work in teams to solve a client-based design project. Deliverables include periodic reports and prototype design. Corequisite: EGR410 Heat Transfer. (1,3,2)*

EGR420 Dynamics of Physical Systems

Summer (mid May to mid August)

Free and forced vibration in one, two, and many degrees-of-freedom systems. Complex representation, damping, matrix methods and applications. Fundamentals of feedback control theory. Classical analysis and design techniques for automatic controls. Team design project. Prerequisites: EGR252 Dynamics, MAT271 Calculus III and MAT272 Differential Equations. (2,2,3)*

EGR 491 Engineering Cooperative Work Experience (Co-Op I)

Summer

Co-op is a graduation requirement for all engineering students. Students spend a total of three semester terms plus interim periods (52 to 55 weeks) employed in an industrial organization or enterprise performing engineering-related work. It is preferred that the student spend these three terms in a significant engineering-related activity with the same employer. This activity is coordinated and monitored by the participating faculty member and the industrial mentor. Co-op reports are approved and signed by all three parties. Minimum GPA of 2.0.

EGR492 Engineering Cooperative Work Experience (Co-Op II)

Spring Semester

Same description as EGR491.

EGR493 Engineering Cooperative Work Experience (Co-Op III)

Fall Semester

Same description as EGR491.

** Numbers in parentheses refer to (lecture hours, labor story/recitation hours, credit hours)*

English

E100 Fundamentals of English

Fall-Spring Semesters

A course emphasizing the fundamentals of English usage, spelling, punctuation, sentence construction, and paragraph and essay writing. Enrollment is at the discretion of the Department. May not be used to fulfill English core requirement. Students must receive a grade of "2" or better in E100 before enrolling in E101.

3 credit hours.

E101-E102 English Composition

Fall-Spring-Summer Semesters

A two-semester sequence of instruction in writing strategies essential to all college students and to all careers. The courses include instruction in exposition, analysis, argument, and research techniques. Students must receive a grade of "2" or better in E101 before enrolling in E102. Students are required to complete E101-E102 within the first 45 credits.

3 credit hours each semester.

E160 Introduction to Literature

Fall-Spring Semesters

Readings and discussions of stories, poems, and plays traditional and contemporary. Designed especially for the non-English major. Open to entering Freshman.

3 credit hours.

E203 African-American Literature

Spring Semester

An introduction to representative writings by Black American authors, including those associated with the Harlem Renaissance.

3 credit hours.

Course Descriptions

E205 Text Performance

Fall-Spring Semesters

Analysis and performance reading of works of literary art.

3 credit hours.

E220 Communication and Report Writing

An intermediate writing and communication course emphasizing skills commonly needed in business and industry, government and public service, criminal justice, health records, human services, public relations, and other professions. Topics include adapting these skills to workplace contexts, strengthening competencies in planning, editing, and audience assessment, and developing these abilities through memoranda, letters, employment-related communications, proposals, reports, and other applications. Prerequisites: E101-E102.

E222 Technical Writing

Spring Semester

Directed practice in writing accurate, precise, clear factual prose designed to convey information that others need, such as mechanism descriptions, process analyses, instruction sheets, reports, abstracts, proposals, and articles. Students will also learn how to use graphics. Prerequisites: E101-E102.

3 credit hours.

E225 Interdisciplinary Writing

A course providing an opportunity to experiment with different genres of writing. Readings from across the disciplines form an important foundation for this course, based on the premise that students who "read well, write well." The course is intended for both majors and non-majors. Prerequisites: E101 and E102 or equivalent.

3 credit hours.

E254 Introduction to Theatre

Fall-Spring Semesters

An introduction to the origin and development of theatre. The student acquires familiarity with the skills of playwriting, producing, directing, acting, and designing.

3 credit hours.

E256 History of the English Language

Spring Semester

A study of the development of the English language from its Indo-European roots to Modern English.

3 credit hours.

E258 Stagecraft

Fall, (even numbered years)

An exploration of scene design, stage lighting, costuming, make-up, and theatre architecture. Students create working drawings, light and costume plots, models, and watercolor renderings and participate in producing a show.

3 credit hours.

E262 Acting

Spring Semester

Instruction and practice in physical and vocal expressive techniques and textual analysis. The student is eventually expected

to synthesize understanding and expressiveness in performance.

3 credit hours.

E271 Journalism

Fall Semester

An introduction to the theory and practice of obtaining, preparing, and editing news stories and to some of the considerations involved in publishing a newspaper. Work in the classroom may be supplemented by laboratory work in preparing the College newspaper.

3 credit hours.

E281 American Literature to 1885

Fall Semester

A survey course in American literature to 1885, with emphasis on major writers - including Poe, Hawthorne, Melville, Emerson, Thoreau, Dickinson, Whitman, and Twain.

3 credit hours.

E282 American Literature after 1885

Spring Semester

A study of American writers from the realistic period through the present.

3 credit hours.

E283 British Literature to 1750

Fall Semester

The examination in some detail of a select number of masterpieces from Beowulf to the poetry of John Milton - works which form the foundation of a significant literary heritage for the English-speaking world.

3 credit hours.

E284 British Literature after 1750

Spring Semester

The examination in some detail of a select number of masterpieces from late eighteenth century, nineteenth century, and twentieth century British literature.

3 credit hours.

E285 European Literature to 1600

Spring Semester

A study of masterpieces of Greek and Roman classics, medieval literature, and Renaissance literature.

3 credit hours.

E286 European Literature Since 1600

Fall Semester

A study of masterpieces of European literature since the Renaissance.

3 credit hours.

E291 The Short Story

Spring Semester

An opportunity to read European and American short fiction from the time of Homer to the present, in order to see the development of the short story as a genre, as well as to develop valid critical judgments and intensive reading skills.

3 credit hours.

Course Descriptions

E310 Creative Writing

Spring Semester

A writing seminar for students interested in developing their imaginative writing powers.

3 credit hours.

E315 Advanced Composition

Fall Semester

Instruction and practice aimed at helping students to further develop their expository writing skills, to examine their writing processes, and to critique their own and others' papers.

3 credit hours.

E316 Introduction to Film

Spring Semester

A survey of the history of film as a communicative and artistic medium, including its technological, industrial, social, and aesthetic dimensions. Students view and analyze films important to the history of the medium including early as well as recent American and foreign films.

1 class period.

3 hours film viewing.

3 credit hours.

E320 Introduction to Linguistics

Spring Semester

An introduction to the analysis, description, and use of human language. Grammar is reviewed, focusing on the application to teaching English. Other topics include psycholinguistics, sociolinguistics, and American dialects.

3 credit hours.

E323 Shakespeare I

Fall Semester

A survey of Shakespeare's achievement in several dramatic genres with emphasis on the comedies and histories.

3 credit hours.

E324 Shakespeare II

Spring Semester

A survey of Shakespeare's achievement in several dramatic genres and the sonnets with emphasis on the tragedies.

3 credit hours.

E341 The Comic Tradition

Fall Semester

The study of some masterpieces of comic writing, from Aristophanes to Woody Allen.

3 credit hours.

E342 Popular Literature

Spring Semester

A critical examination of magazine fiction, "best sellers," and other selections which have met with wide acceptance by the general reading public. Typical categories include historical romance, the mystery, science-fiction, and new journalism. Most (but not necessarily all) works are by twentieth-century American writers.

3 credit hours.

E343 The Experience of Poetry

Fall Semester

An introduction to the forms and techniques of the poet's craft, with emphasis on the pleasure and insights gained from careful reading of a wide range of good poetry.

3 credit hours.

E344 Love and Sex in Literature

Spring Semester

A thematic and historical study of the claims of love, sexuality, and gender as inspiration for and subject of imaginative literature.

3 credit hours.

E346 Literature and Society

Spring Semester

A study of how social problems, social attitudes, and social panaceas are depicted in literature. Selections studied include recent works as well as those from earlier periods.

3 credit hours.

E347 Literature and Psychology

Fall Semester

The study of literature as a conscious and unconscious search to understand patterns in human behavior. The student is invited to reflect upon a variety of stories in a variety of forms, old and new, for children and for adults.

3 credit hours.

E350, E351, E352, E353 Theatre Practicum

Fall-Spring Semesters

Hands-on experience in set construction, light control, costume and prop creation, publicity, and box office management.

1 credit hour per semester, up to 4.

E354 History of Theatre

Fall Semester (even numbered years)

A study of selected playscripts from the classic repertory, with emphasis on past and present dramaturgy and production practices. Prerequisite: E254 of permission of the instructor.

3 credit hours.

E362 Special Topics in Film History and Analysis

Comprehensive study of selected topics in the history, theory, and critical analysis of film. The specific topic may be suggested by either faculty or student interest. These courses may be repeated for different topics. Recommended but not required prerequisite, E316, Introduction to Film.

3 credit hours.

E370 Special Topics in Creative Writing

A writing seminar for advanced students who wish to concentrate on specific genres and forms. The topic of this course may be suggested by faculty members or by students. In a given semester, this course might emphasize prose fiction; another semester could emphasize script-writing or non-fiction prose. This course may be repeated for different topics. Prerequisite: E310 or permission of instructor.

3 credit hours.

Course Descriptions

E389 Major Authors and Literary Traditions

Thorough study of single major author (such as Milton), a genre (like the literature of terror), a tradition (such as Nationalism), or literary theory. The specific theme of these courses may be suggested either by faculty members or by students. These courses may be repeated for different topics.

3 credit hours.

E401 English Seminar

Fall Semester

Directed research and writing under close supervision. Required for all English majors. Open to other students only with permission of the professor. Prerequisite: The completion of 50 credit hours.

3 credit hours.

E416 Modern Drama

Fall Semester (even numbered years)

A study of representative plays by major American and European playwrights from Ibsen to the present.

3 credit hours.

E450, E451 Communications Internship

Planned and supervised work experience in oral or written communications at selected cooperating firms or organizations. Supplementary training conference, reports, and appraisals. Prerequisite: Junior or Senior standing, and departmental approval of each student participant's individual program.

2 to 6 hours (depending upon the length and scope of each program).

E498, E499 Independent Study

Offered by request

An opportunity for the student who wishes to undertake a well-defined research project. While the student conducts work under the guidance of a faculty member of his or her own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours.

Finance

FIN300 Managerial Finance I

Fall-Spring Semesters

An analysis of the financial problems of business; current and long-term requirements for capital; analysis of the capital structure; characteristics of various types of securities and security marketing. Prerequisite: Two accounting courses, and ECO201.

3 credit hours.

FIN320 Investments

Fall Semester

A study of the principles and guidelines for effective individual as well as institutional investment. Various types of stocks, bonds, mutual funds, commodities, real estate, insurance and other forms of investment are analyzed as vehicles for attaining multiple objectives. Prerequisite: Two accounting courses.

3 credit hours.

FIN330 Risk Management and Insurance

Fall Semester

A basic introduction to the fundamentals of life, property and casualty insurance, with emphasis on the various types of risks, contract analysis, and cost.

3 credit hours.

FIN350 International Finance

Fall Semester

Study of international aspects of financial transactions. Topics include: risk, expectations, and behavior or exchange rate; currency arrangements and the balance of payments; international capital markets; international money markets; international liquidity and debt crisis. Prerequisites: ECO200 and ECO201.

3 credit hours.

FIN410 Managerial Finance II (M359)

Spring Semester

A case-oriented continuation of Managerial Finance I. Students will solve complex problems in working capital management, capital budgeting, financial structure, dividend policy and corporate restructuring. Prerequisite: FIN300.

3 credit hours.

Geography

G243 Introduction to Geography

Fall-Spring Semesters

The relation of man to his natural environment: motions of the earth, land forms, water bodies, weather, climate, soils, and vegetation. Survey of major political and cultural regions of the world, use of maps and atlases.

3 credit hours.

G244 Economic Geography

Spring Semester

An introductory survey and analysis of world patterns of economic activity. Emphasis is placed on raw material occurrence, resource potential, circulation of trade, and services and principles governing the location of manufacturing and commercial activity.

3 credit hours.

G260 Introduction to Cartography

Fall Semester (on demand)

Introduction to the history and techniques of Cartography. Principles and practice of field survey, photo-interpretation, remote sensing and computer assisted cartography. Use and application of cartographic skills in the various sciences and disciplines. Not open to freshmen.

3 credit hours.

G340 Geography of North America

Fall Semester

A regional study of the United States and Canada emphasizing physical, cultural and economic aspects as well as geographic sub-regions. Emphasis on population patterns, sequent occupancy, and urban-industrial growth. Not open to freshmen.

3 credit hours.

Course Descriptions

G345 Urban Geography

Fall Semester

Systematic study of urban areas and metropolitan groupings with special emphasis on North America. Historic development of urban forms, land use, planning and rehabilitation are studied in the context of the Southern Pennsylvania Region. Not open to freshmen.

3 credit hours.

GE350 Survey of Canada

Spring Semester

Geographic interpretation of Canada emphasizing physical environment, historical geography, economy, population trends, urbanism, bi-cultural accommodation and relations with the U.S.A. Not open to freshmen.

3 credit hours.

G470, G479 Selected Topics in Geography

Fall-Spring Semesters (on demand)

Various advanced topics in the field of Geography. Prerequisite: G243.

3 credit hours.

Gerontology

GER315 Social Aspects of Aging

Fall (even numbered years)

A study of the traumatic changes in the social environment of the individual brought about by aging. It will include consideration of financial, legal, emotional, social contact and family factors. Prerequisite: B316.

3 credit hours.

GER320 Working with the Elderly

Fall Semester

This course will focus on the skills needed to work successfully with older persons. It will emphasize knowing the client, knowing the available support systems, and helping with the decision-making process to encourage independence and adequate care.

3 credit hours.

GER330 Final Separation: Death and Grief

Spring Semester

This course is a brief survey of thanatology with emphasis on the personal meaning of death and helping with the adjustments of separation.

3 credit hours.

GER410 Clinical Aspects of Aging

Fall-Spring Semesters

A survey of the known physiological changes of the aging process and their psychological consequences. Present research in cellular, immunological, perceptual and neurological changes will be emphasized. Prerequisite: BS100 or BS111, or permission of instructor.

3 credit hours.

GER450, GER451 Practicum in Aging

Fall-Spring Semesters

This course provides on-the-job experience in the application of

the Behavioral Sciences. The student spends a minimum of 120 hours per semester in meaningful service to a provider of services for the elderly, and in developing and sustaining programs to meet the needs of the growing older population. It is supervised by careful coordination of Agency and College personnel. Prerequisite: permission of instructor and 2.0 GPA.

1 class period, 120 hours work.

3 credit hours each semester

GER498, GER499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

Health Records

HR100 Orientation to Health Record Administration

Fall Semester

The course is designed to give the student a basic understanding of the responsibilities, professional relationships, future trends, and career opportunities within Health Record Administration.

1 credit hour.

HR215 Medical Terminology

Fall-Spring Semesters

The course is designed to enable the student to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

3 credit hours.

HR310 Directed Practice I

Mini-mester

This is a supervised learning experience that enables the student to become aware of the services and clerical functions of the medical record department. The student learns to work with the personnel of the medical record department and is also exposed to the significance of the health record.

60 clinical hours.

1 credit hour.

HR312 Organization and Administration of Health Care Facilities

Spring Semester

The role of the hospital in health care delivery. An overview of the health care delivery system in the U.S. today including the history, current trends and future goals is the focus of this course. The role of the hospital in health care as well as objectives and organization structure of various health care facilities is emphasized. Guest lectures by prominent local health care professionals are an integral part of this course.

3 credit hours.

Course Descriptions

HR313 Health Record Science

Spring Semester

The historical background and value of the health record; health record content and format; numbering and filing systems; retention requirements; health record accreditation standards; and various health record processing functions are studied.

3 credit hours.

HR315 Quality Assurance in Health Care

Fall Semester

This course introduces the development, philosophy, and purpose of quality assurance in health care, discusses principles and techniques of utilization management and quality care evaluation and interprets PRO and JCAHO regulations as they apply to quality assurance activities.

2 credit hours.

HR409 Directed Practice II

Fall Semester

The course gives the student exposure to the technical and professional functions of the medical record department through supervised assignments at medical record departments in the area. The formation of the health record in various departments is observed.

120 clinical hours.

2 credit hours.

HR410 Directed Practice III

Spring Semester

The course exposes the student to health records in other types of facilities such as long term care facilities, mental health centers and home care programs. Other student assignments are structured so that experience is gained in health record practice studied in the classroom.

60 clinical hours.

1 credit hour.

HR411 Health Record Management Affiliation

Spring Semester

This course is a 6-week planned and supervised work experience with a registered record administrator of an affiliated medical record department, for the purpose of gaining experience in department management.

4 credit hours.

HR412 Health Record Management

Fall Semester

This course presents an integration of basic health record science principles with the fundamental management process of planning, organizing, controlling and staffing. The student is given an opportunity to develop management skills by designing a medical record department, role-playing, case studies and management projects.

4 credit hours.

HR413 Health Classifications, Indexes, Registers and ICD-9-CM Coding

Fall Semester

Principles and techniques of health record practices related to coding and indexing of diseases and operations, with ICD-9-

CM and assignment of diagnosis related groups are studied.
3 credit hours.

HR414 Health Statistics and Research

Spring Semester

Principles and techniques of health statistics, Vital and Public Health statistics; sources, definition, collection, and reporting of statistics; presentation and qualitative analysis of data; sources and uses of health data in the United States; research methodologies are explored.

4 credit hours.

HR415, HR416 Fundamentals of Medical Science

Fall-Spring Semesters

An introductory course to medical science, emphasizing the disease processes affecting the human body via an integrated approach to specific disease entities, including the study of causes, diagnosis and treatment of disease.

3 credit hours/semester.

HR417 Legal Concepts for the Health Field

Fall Semester

This course introduces the law, administration of the law, legal aspects of hospital and medical staff organization, release of information and legal actions requiring evidence from health records, confidential communication, and consents and authorizations.

3 credit hours.

HR418 Health Record Administration Seminar

Spring Semester

A course focused upon the integration of all aspects of the student's health record experience. Selected topics are discussed as they related to the identification, evaluation, and solution of various types of professional and administrative problems encountered by the health record administrator.

2 credit hours.

HR419 Health Records in Specialized Health Care Facilities

Spring Semester

Exploration of the different techniques and systems of health record practices in long term care facilities, psychiatric institutions, ambulatory care settings, physician offices, and home care programs is undertaken.

1 credit hour.

HR420 Systems Analysis

Spring Semester

The course is intended to develop an understanding of basic system concepts of fact gathering, recording, fact analysis techniques as well as implementation and managing system changes.

1 credit hour.

HR421 Current Procedural Terminology (CPT) Coding

Spring Semester

This course is designed to teach the student to classify procedures and services provided by physicians and other health

Course Descriptions

care providers. An in-depth study is made of the Physician's Current Procedural Terminology (CPT-4).

1 credit hour.

HR427 Health Information Systems

Spring Semester

Systems and applications of automated techniques to the handling of information in health care institutions are studied with emphasis on needs of health information management.

3 credit hours.

HR498 Independent Study

This course is designed to give the student an opportunity to undertake a well-defined research project or management affiliation of his or her choice. The student would conduct his work with a faculty member.

1-3 credits.

European History

H121, H122 The History of Western Civilization I, II Fall-Spring Semesters

A survey of material from prehistory to the present; the civilizations of the Near East and the Mediterranean; medieval history; the Renaissance and Reformation; the expansion of Europe, the French Revolution; the Industrial Revolution; Nationalism in Italy, Germany, and the Balkans; the First World War; post-war Europe, the Second World War, and contemporary history.

3 credit hours.

H224 Ancient History (Prehistory to 476)*

A study of the prehistory of man, the origins of civilization in the Near East, the achievements of Greek civilization, and the rise and decline of Roman power in the Mediterranean with emphasis upon the political, social, economic, and cultural aspects of classical civilization.

3 credit hours.

H225 Medieval Civilization

The political, economic, and intellectual evolution of European civilization from the decline of the Roman Empire to the late 14th century.

3 credit hours.

H226 Renaissance and Reformation (1400-1648)

The transition from medieval to modern Europe with major emphasis upon significant intellectual, religious, political, and economic changes during these centuries.

3 credit hours.

H330 History of 20th Century Russia and C.I.S.

A study of Russia from 1861 to present. Russia on the eve of World War I and 1917 Revolution; collapse of Tsarist Russia and formation of U.S.S.R.; domestic developments and foreign relations under the Communist regime, prior, during and after World War II; collapse and disintegration of the Soviet Union and formation of the Commonwealth of Independent States.

3 credit hours.

H332 Eastern and Central Europe

A survey of the histories of Eastern and Central European nations with special emphasis on the 20th century: socio-economic, political and cultural developments as independent nations after World War I and under Communist rule after World War II; contemporary developments after the collapse of Communism.

3 credit hours.

H333, H334 History of England

A survey of the major political, economic and social trends in England from 55 B.C. to the present. The first semester will trace the evolution of the English people and their government from the Roman conquest to the end of the 17th century. The second semester will concentrate on the major trends in Britain and the Empire from the 17th century to the present.

3 credit hours.

H411 European Intellectual History

Students in this course will have the opportunity to read, analyze, and discuss the works of some of the greatest thinkers who have influenced the modern age. While the focus will necessarily be on the works themselves, an important objective of the course will be to explore the mutually reinforcing relationship which exists between the world of ideas and the events which surround them.

3 credit hours.

H427, H428 Modern Europe (1789 to present)

An analysis of the major political, economic, and social developments in Europe from the French Revolution. Major topics will include the French Revolution, the Revolutions of 1830 and 1848, the unifications of Germany and Italy, the problems of nationalism, and imperialism in the first semester. The emergence of Communism, World Wars I and II, and the problems of the postwar years will be developed in the second semester.

3 credit hours.

American History

H221, H222 History of American Civilization I, II Fall-Spring Semesters

An integrated survey of the cultural, social, political and economic development of the United States from 1492 to the present. The first semester (H221) covers the period from the Age of Exploration to the end of the Civil War; the second semester (H222) traces American development from reconstruction to the present. In both courses emphasis will be on the evolution of a distinctive American culture and character.

3 credit hours each semester.

H233 Pre-Columbian Civilizations

The Incas

Spring (odd numbered years)

This course provides an in-depth examination of the Inca Indian civilization from the year 1000 B.C. to the coming of the Spanish in 1530. Both historical and archaeological records are

Course Descriptions

presented and interpreted. Inca cosmology, subsistence strategies, social structure, intellectual and artistic achievements are examined.

3 credit hours.

H234 Pre-Columbian Civilizations

The Mayas

Spring (odd numbered years)

This course provides an in-depth examination of the Mayan Indian civilization from the year 1000 B.C. to the coming of the Spanish in 1520. Both historical and archaeological records are presented and interpreted. Maya cosmology, subsistence strategies, social structure, intellectual and artistic achievements are examined. Recent research concerning decipherment will be discussed.

3 credit hours.

H235 Pre-Columbian Civilizations

The Aztecs

Spring (even numbered years)

This course provides an in-depth examination of the Aztec Indian civilization from the year 1000 A.D. to the coming of the Spanish in 1520. Both historical and archaeological records are presented and interpreted. Aztec cosmology, subsistence strategies, social structure, intellectual and artistic achievements are examined.

3 credit hours.

H245 The American Military Experience

This course examines the origins and evolution of American military institutions, traditions, and practices from 1775 to the present. It will emphasize military policy, organization, technology, and employment together with their relation to contemporary political, social, and economic developments during the era under study.

3 credit hours.

H306 Race and Racism in the Americas

A Historical Survey of race and racism in the United States. The course will include historical experience of various minority groups (i.e., Blacks, Indians, Hispanics, Asians, etc.). Discussion will include political, legal, economic, cultural and social aspects of racism.

3 credit hours.

H342 Women in the United States: A History

This course will analyze the history of women in the United States from the colonial period to the present. The course will attempt to understand the impact which political, social, economic, and racial aspects of American history have had on American women, and, conversely, the impact women in the United States have had on developments within these areas.

3 credit hours.

H351 American Colonial History (1607-1775)

Colonial origins of the United States including a study of institutions, values, thought and cultural development prior to the American Revolution. Emphasis is given to the roots of this nation's political, economic, social and constitutional traditions.

3 credit hours.

H352 The New American Nation (1776-1815)

Events, ideas and personalities associated with creation of the American Republic. The focus of the course will be on the creation of the American Constitution and its implementation during the Jeffersonian era.

3 credit hours.

H353 The Jacksonian Era (Middle Period, 1816-1846)

An analysis of the political, economic and social forces which characterized this period in American history. Growing sectional tensions, major personalities and popular culture will be stressed.

3 credit hours.

H354 Coming of the Civil War 1846-1861

This course will examine the conflicting currents in American history between 1846-1861 which led the nation into the Civil War. Particular attention will be focused on the intricate relationships between slavery, racism, economics, and politics.

3 credit hours.

H355 Civil War and Reconstruction, 1861-1877

This course will analyze the political, economic, and military ramifications of the Civil War itself. It will examine also the relationships between politics, economics, and race during the Reconstruction period in order to gain an understanding of both the limits and legacy of that era.

3 credit hours.

H356 The Emergence of Modern America, 1877-1914

A continuation of the American history sequence from the Civil War through the Wilson era. Emphasis on the Civil War legacy, economic growth and its consequences, the Gilded Age, overseas expansion and rise of world power, protest and reform, including the Progressive Movement.

3 credit hours.

H357 Twentieth Century American History, 1914-1945

This course will examine American history from 1914 to 1945, a topsy turvy period, during which time Americans experienced a boom, a bust and two world wars. Among the subjects that the class will examine closely are: the Red Scare, the Scopes Trial, Prohibition, the Great Crash, the New Deal and the home-front during World War II.

3 credit hours.

H358 Recent America, 1945-Present

Fall (even numbered years)

An intensive examination of U.S. history from 1945 to the present. Emphasis will be placed on the Cold War, the civil rights', women's and anti-war movements of the 1960s, and the economic changes of the 1970s and 1980s.

H370 (H321) American Constitutional Thought

Spring Semester

Development of the American constitutional system beginning with the English background and progressing to the present time. Emphasis given to historical perspective the evolution of the U.S. Constitution and the impact of judicial interpretations and law on a changing American society.

Course Descriptions

Note: Credit allowed as either a History or Political Science course.

3 credit hours.

H429 War and Peace: The American Diplomatic Experience

An analysis of American diplomacy from the early Republic to the present day with emphasis on the period since World War II. Special attention is directed toward the problems and challenges of contemporary American diplomatic practice.

3 credit hours.

H441 American Economic History

A study of the development of the American economy from Colonial times to present with an emphasis on the late 19th and 20th centuries, stressing the growth of labor, rise of big business, and the changing role of government in the nation's economy from the Civil War to present.

3 credit hours.

H450 American Social and Cultural History

A review of the main social and cultural currents in American history since colonial times as reflected in political and economic developments, social thought, theology, science and philosophy with particular emphasis on the interaction between ideas and social structure.

3 credit hours.

History - The Third World

H227 Colonial History of Latin America

The first semester concentrates on the ancient Indian civilizations of the Americas as well as the colonial Spanish and Portuguese empires.

3 credit hours.

H228 Modern Latin America

Emphasis is on the modern historical development of the Latin American nations since independence. Each semester certain select countries or regions will be emphasized.

3 credit hours.

H250 America-East Asian Relations

Fall Semester

An analysis of significant international events, issues and problems in East Asia, including the role of the U.S. in that region from nineteenth century to the present time. Topics: the U.S. Open Door Policy, the Pacific, Korean and Vietnam Wars, American-Japanese trade, and Sino-American relations. Not open to freshmen.

3 credit hours.

H303 History of Africa I

Fall Semester

Survey of Africa from the prehistoric period to the contemporary era. Emphasis is placed on the development of indigenous states, the early influence of Europeans, the evolution of the slave trade, and the nineteenth century colonial partition. Not open to Freshmen.

3 credit hours.

H305 History of Africa II

Spring Semester

Study of the historical evolution of independence/liberation movements, decolonization, restoration of African self governance and current crises and transformations in post independence Africa. Not open to freshmen.

3 credit hours.

Advanced History Courses

H300 Oral History: Techniques and Research

Fall Semester

Oral history is a technique for creating and preserving original information. It is both a research method and a teaching tool. Through informed and empathetic interviewing, we acquire information about families, individuals, and organization. Conducted properly, oral history is a limitless form for exploring and documenting the variety of human experiences. Local projects have included well known area residents, work with Crispus Attucks, the paper industry, Holocaust survivors, Vietnam Veterans and the Greek-American Community.

3 credit hours.

H440 Seminar in History

Spring Semester

Selected topics dealing with research, methodology and philosophy of historical thought. Open to seniors with a concentration in history.

3 credit hours.

H460, H461 History Internship

Specialized historical experience with local historical agencies. The internship is designed to introduce the student to the broad range of public history activities. These include archival management, curatorial, museum educator and research activities. Departmental approval is required in advance. Pass/fail only.

3-6 credit hours.

H470-H479 Selected Topics in American History

Fall-Spring Semesters

Various topics in American History ranging from America in the 1960s to Native American History.

3 credit hours.

H498-H499 Independent Study

The Independent Study Program affords an opportunity for students who wish to undertake a well-defined research project. While these students conduct their work under the guidance of a faculty member of their own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

Humanities

HUM401 Senior Seminar in Humanities

Directed research and writing under close supervision in an

Course Descriptions

inter-disciplinary seminar wherein culture is studied according to the contribution of the humanities in interpreting it.

3 credit hours.

Information Systems

IFS105 Principles of Computer Information Systems

Fall-Spring Semesters

Introduces students to IFS vocabulary, concepts related to hardware and software, the impact of computers on society, and computer systems and data communications networks. In addition, the student will learn to evaluate and operate a microcomputer using business application packages such as word processing, spreadsheet, graphics, data base and data communications software.

3 credit hours.

IFS150 Pascal Programming*

Fall-Spring Semesters

This course provides the student with the capability to program in a computer language which enforces correct programming techniques. It is used in graphics, systems programming and real-time applications. Prerequisite: IFS105 recommended for students with no computer experience.

3 credit hours.

IFS160 Visual BASIC Programming

Fall-Spring Semesters

Introduces students to programming in the Windows environment using the BASIC family of languages. Windows concepts that are covered include programming forms, command buttons, drop-down and list boxes, labels, text boxes, and other controls. BASIC programming features that are covered include variables, control statements, data validation, arrays, and file processing. Other topics include designing event based programs, flowcharting, structure charts, and object-oriented concepts.

3 credit hours.

IFS165 FORTRAN Programming*

The FORMula TRANslation programming language, FORTRAN, is covered. Some flowcharting and use of design, record and coding forms is required. Matrices, sorting, file access and programming for engineering applications are covered. Prerequisite: IFS105 recommended for students with no computer experience.

3 credit hours.

IFS170 RPG Programming*

Course provides the student with a capability to program in a computer language which can be found in use in selected locations through commerce and industry. Prerequisite: IFS105 recommended for students with no computer experience.

3 credit hours.

IFS207 COBOL Programming *

Fall Semester

COBOL (CCommon Business Oriented Language) is used extensively throughout the business world. This course provides the student with the capability to program elementary business

applications in ANSI (American National Standards Institute) COBOL. While the major part of this course is devoted to satisfactorily programming assigned business problems, the student will also learn structured design and coding techniques, common business documentation formats and standard testing and COBOL debugging methods. Prerequisite: IFS150 or another programming language.

3 credit hours.

IFS208 Advanced COBOL Programming*

Spring Semester

This course consists of more advanced structured design and programming and business file application problems. Disk file organization and storage concepts, programming efficiencies and access methods for sequential and indexed-sequential files, file maintenance activities, and on-line transaction processing (OLTP) are included in assigned programming problems. Business documentation and interactive programming considerations in a communication environment are considered. Prerequisite: IFS207.

3 credit hours.

IFS215 C Programming*

This course provides the student with the ability to program in the C language. C is a powerful language that provides flexibility in producing high quality, run-time efficient programs. It is used in graphics generation, systems programming, symbolic manipulation systems, process control, communications and real-time applications. Prerequisite: IFS105 or equivalent experience; prior programming experience is recommended.

3 credit hours.

**Only one programming language course may be taken in a semester.*

IFS220 C++ – Object Oriented Programming

Spring Semester

This course introduces the student to the concepts of Object Oriented Programming (OOP). Students use the microcomputer OOP language C++ to design, develop, and implement object oriented programs. The powerful characteristics of classes, objects, abstraction, inheritance, and polymorphism are stressed. The focus is on teaching the student to develop high-quality, run-time efficient programs using OOP techniques. Prerequisite: IFS215 C Programming or equivalent experience and permission of the instructor.

3 credit hours.

IFS270 Data Structures and Algorithms

Spring Semester

This course provides the tools necessary to prepare the student to be an applications programmer. Subjects include data structures, programming algorithms, and advanced data programming techniques. The course is not language specific and as such is not considered a programming language course. Prerequisite: 3 semesters of programming (3rd may be concurrent).

3 credit hours.

IFS275 Multimedia Information Technologies

Spring Semester

The course examines multimedia information technologies that

Course Descriptions

apply to business environments and other professional areas. Students will gain hands-on experience and knowledge using multimedia software and hardware. Students will learn how to design, develop, and produce multimedia applications such as interactive documentation, computer based training, hypertext and presentation aids, and performance support system. Prerequisite: An introductory computer course or computer language.

3 credit hours.

IFS305 Management Information Systems Fall Semester

Design analysis and evaluation of computer based information systems (CBIS). Integrates managerial and computer knowledge towards identifying and solving informational problems. Computer literacy is extended to MIS literacy. Case studies are used extensively. Prerequisite: IFS150 or equivalent experience with computers. This is a writing/communications intensive course.

3 credit hours.

IFS325 Networks and Distributive Processing Spring Semester

An analysis of the problems involved in the design, implementation and operation of real-time computer systems, telecommunications and computer networks. Variations in distributive systems and alternatives of the central vs. decentralized data bases, network and subnetwork design and control are covered in addition to mini/microcomputers as replacement technology. Prerequisite: IFS207.

3 credit hours.

IFS440 Business Systems Analysis & Design Fall Semester

This course covers the concept of the computer systems development life cycle, including the analysis, design and implementation of business software systems. The structured analysis methodology will be used to emphasize case tools, prototyping, data flow diagrams, data dictionary notation, data structure diagrams, entity relationship diagrams, structured English, pseudocode, and decision tables. Individual assignments and a group project will be required. Prerequisite: IFS305. This is a writing/communications intensive course.

3 credit hours.

IFS450 Computer Operating systems Fall Semester

Computer operating systems concepts are studied for batch time-sharing and multiprocessing design. The basic divisions of the executive software are identified with their control blocks, formats, logic, location, and linkage. Prerequisite: IFS305.

3 credit hours.

IFS460 Data Base Management Systems Spring Semester

This course provides the student with a knowledge of the major software systems available for managing and protecting stored data bases. The organization and use of various data bases is covered along with advantages and disadvantages of use of

each. Prerequisite: IFS305. This is a writing/communications intensive course.

3 credit hours.

IFS470 Selected Topics in CIS

This course is a seminar in IFS intended to provide coverage of topics of special interest or noteworthy significance in the IFS field. Course requirements will generally include a course project. Prerequisite: Senior standing in the major or permission of the instructor.

3 credit hours.

IFS490, IFS491 Internship

Planned and supervised work experience in a computerized systems environment at selected cooperating firms. Supplementary training, conference, reports, and appraisals. The program requires approximately ten hours per week for twelve weeks. Prerequisite or Corequisite: IFS305. Grading is Pass/Fail.

3 credit hours each semester.

Intercultural Studies

The basic purpose of the Intercultural Studies program is to offer students an introduction to Africa, East Asia, Latin America, the Middle East, Russia and Eastern Europe, and South Asia as a means of broadening their international awareness in a time of expanding horizons. The introductory courses achieve maximum breadth through an interdisciplinary and intercultural approach.

Introductory Intercultural Studies (Offered every semester)

3 credits

- X143 Introduction to Africa
- X144 Introduction to East Asia
- X145 Introduction to Latin America
- X146 Introduction to the Middle East
- X147 Introduction to Russia
- X150 Introduction to South Asia

Each of the above courses is an introductory survey of the designated area. The course content is interdisciplinary and encompasses aspects of history, government, sociology, anthropology, art, music, literature and religion of the particular area.

Upper-level Intercultural Studies

To meet the interest of those students whose introductory work has given them a desire for further studies, as well as to meet the needs of students in other departments who, on an elective basis, wish to study a non-Western world area intensively, a number of advanced history and political science courses are available.

PS243 Government & Politics of Africa Spring Semester

A discussion seminar on the government and politics of representative African states. This study will also consider the relevance of trends in governing structures, economic patterns, international relations and nationalism in contemporary Africa. Not open to freshman.

3 credit hours.

Course Descriptions

PS244 Government & Politics of East Asia

Spring Semester

The course examines the changing socio-economic, cultural, and political aspects of PRC, the ROK, and Japan. Special attention is given to Maoism and the Cultural Revolution, China's Second Revolution, the quest for democracy in South Korea, and Japanese economy.

3 credit hours.

PS245 Government & Politics of Latin America

Fall Semester

Viewing the politics of Latin America as if it were a game, the course identifies the basic rules, the domestic and foreign players involved, and the stakes in the different modes of politics and economic development. Special focus is on the countries of Argentina, Brazil, Chile, Cuba, Mexico, Nicaragua, Peru and Venezuela. Not open to freshmen.

3 credit hours.

PS246 Government & Politics of the Middle East

Fall Semester

A broad study of the governments and political systems of different countries in the Middle East. Special emphasis will be on the socio-economic and political development in the area. Other topics will include legacy of imperialism, nationalism, Arab-Israeli conflict, U.S. role in the Middle East, revival of Islam, the Gulf War and the prospects for future peace in the Middle East. The focus will be on the countries of Egypt, Iran, Iraq, Israel, Jordan, Lebanon, Saudi Arabia, Syria and Turkey. If time permits, other middle eastern countries will be studied. Not open to freshmen.

3 credit hours.

PS247 Government & Politics of Russia and C.I.S.

Fall Semester

A brief comparative survey of Tsarist and Soviet governments and socio-economic, political and ideological systems; a more detailed study of contemporary government and political structures of Russia and the countries of the Commonwealth of Independent States.

3 credit hours.

PS250 Governments & Politics of South Asia

Spring Semester

A broad study of the governments and political structures of different countries in South Asia. The course will contain a good deal of analysis and theoretical insight into the cultural and historical milieu in which political developments take place. The focus will be on India, Pakistan, Bangladesh, Nepal, Bhutan, Sri Lanka, and Maldives. Not open to freshmen.

3 credit hours.

International Business

IBS200 Principals of International Business

Fall-Spring Semester

This course provides an introductory overview of how the global business environment impacts decision making and planning within the multinational firm. Topics include: economic reasons for global trade, environmental factors that impact decision making (economic, cultural, political, legal), foreign market

penetration strategies, and international considerations in a variety of business areas (finance, organizational design, staffing, marketing, strategic planning).

3 credit hours.

IBS400 International Business Issues

Fall Semester

This course examines the complex and changing relationships that exist between international corporations, local citizens, national governments and supra-national nongovernmental organizations. Topics will include the social responsibility of corporations to their various constituent groups, international legal institutions and issues, economic union, NAFTA, ethics and how these issues affect business decisions. Prerequisite: Senior standing.

3 credit hours.

IBS485 Seminar in International Business

Spring Semester

This seminar course will discuss in detail special topics in the field of international studies, such as the development of global strategy, sourcing strategies and strategic alliances. Students will be required to complete an in-depth research project which will research government regulations, culture and distribution systems for the market. Prerequisite: IBS400 and senior standing.

3 credit hours.

Languages

While no Baccalaureate major is offered in the field of Foreign languages, the student may choose this study as a specialty for an Associate degree or minor.

The student has to complete 12 (Associate degree) or 18 (Language minor) credit hours in one language (except for classical languages).

The interdisciplinary major Latin American Studies combines the study of Spanish with courses in Latin American history and government.

The first year of foreign language study emphasizes the acquisition of rudimentary proficiency in listening comprehension, reading comprehension, and speaking. During the second and third years, continued emphasis is placed on oral and written expression, along with an appreciation of literature and the cultural modes of the countries in which the language is spoken.

Elementary and intermediate level language courses have a required laboratory component. Students attend the lab at their convenience. Summer students complete this requirement in the library.

L109 Modern Conversational Chinese I

Fall Semester

This course is intended for the student who is just beginning the study of the Chinese language. Basic Chinese conversation, with emphasis on elementary conversational patterns, are presented in class. Chinese conversations and question-answer sessions will advance the student's knowledge and mastery of the Chinese language. This includes Chinese phonetics.

3 credit hours.

Course Descriptions

L110 Modern Conversational Chinese II

Spring Semester

A continuation of Modern Conversational Chinese I with additional vocabulary building for more specific situations in everyday life. This course will also study the most basic patterns of the target language. Students must receive a grade of "2" or better in L109 before enrolling in L110.

3 credit hours.

L111 Introduction to Indo-European Languages and Folklore

Fall-Spring Semesters

An elementary study of the origin and development of the Indo-European languages and an introduction to common themes and motifs of selected Indo-European folklore.

3 credit hours.

L117 Elementary Italian I

Fall Semester

An introduction to the fundamental patterns and skills (speaking, listening, reading and writing) of the language. No previous Italian required.

3 class periods.

1 laboratory hour.

3 credit hours.

L118 Elementary Italian II

Spring Semester

Continuation of L117. Prerequisite: L117 or equivalent. Students must receive a grade of "2" or better in L117 before enrolling in L118.

L121 Elementary French I

Fall-Spring Semesters

An introduction to the fundamental patterns and skills (speaking, listening, reading, and writing) of the language. No previous French required.

3 class periods.

1 laboratory hour.

3 credit hours.

L122 Elementary French II

Fall-Spring Semesters

Continuation of L121. Prerequisite: L121 or equivalent. Students must receive a grade of "2" or better in L121 before enrolling in L122.

3 class periods.

1 laboratory hour.

3 credit hours.

L125 Orientation to Mexico

Spring Semester

A general overview of Mexico – its customs, traditions and some unique features of Mexican Spanish. Intended exclusively for students planning to participate in the mini-mester in Mexico. Taught in English.

1 credit hour.

L221 Intermediate French I

Spring Semester

Further development of the language skills through extensive

literary and cultural readings. Class is conducted in the target language. Prerequisite: L122 or equivalent. Students must receive a grade of "2" or better in L122 before enrolling in L221.

3 class periods.

1 laboratory hour.

3 credit hours.

L222 Intermediate French II

Spring Semester

Continuation of L221. Students must receive a grade of "2" or better in L221 before enrolling in L222.

3 class periods.

1 laboratory hour.

3 credit hours.

L321 French Literature I

A selection of major works of the French language. Emphasis on characteristic themes and styles. Prerequisite: L222 or equivalent.

3 credit hours.

L322 French Literature II

Continuation of L321.

3 credit hours.

L151 Elementary German I

Fall Semester

An introduction to the fundamental patterns and skills (speaking, listening, reading, and writing) of the language. No previous German required.

3 class periods.

1 laboratory hour.

3 credit hours.

L152 Elementary German II

Spring Semester

Continuation of L151. Prerequisite: L151 or Conversational German I and II or equivalent. Students must receive a grade of "2" or better in L151 before enrolling in L152.

3 class periods.

1 laboratory hour.

3 credit hours.

L251 Intermediate German

Fall Semester

Further development of the language skills through extensive exposure to spoken German, German conversation and cultural readings. Class is conducted in the target language. Prerequisite: L152 or equivalent. Student must receive a grade of "2" or better in L152 before enrolling in L251.

3 class periods.

1 laboratory hour.

3 credit hours.

L252 Intermediate German II

Spring Semester

Continuation of L251. Prerequisite: L251 or equivalent. Students must receive a grade of "2" or better in L251 before enrolling in L252.

3 class periods.

Course Descriptions

1 laboratory hour.
3 credit hours.

L351 German Literature I **Fall (alternate years)**

A survey of German literature from the early Germanic period to post WWII authors with selected (condensed) readings of major literary works. Prerequisite: L252.
3 credit hours.

L352 German Literature II **Continuation of L351.**

3 credit hours.

L353 Advanced German I **Fall (alternate years)**

Intensive readings, writing essays and reports, and making oral presentations in German. Class conducted in German. Prerequisite: L252.
3 credit hours.

L354 Advanced German II **Semester in Germany**

Speaking and applying German in the German cultural environment, experiencing and participating in native cultural activities, and writing a day-by-day diary in German.
3 credit hours. (Additional costs for travel, board and room.)

L101-L102 Elementary Greek I-II

An introduction to the fundamentals of Greek grammar and syntax. Reading selections from Greek prose illustrating the grammar and syntax studied.
3 credit hours each semester.

L103-L104 Elementary Latin I-II

Latin poetry and prose. Rapid reading of selected authors, including Horace, Pliny, Cicero; Medieval and Renaissance Latin.
3 credit hours each semester.

L171 Elementary Russian I **Fall Semester**

An introduction to the fundamentals of the language. Classroom and required laboratory drill in aural comprehension, speaking, pronunciation. Beginning reading and writing. Study of basic grammar necessary for these skills.
3 class periods.

1 laboratory hour.
3 credit hours.

L172 Elementary Russian II **Spring Semester**

Continuation of L171. Prerequisite: L171 or equivalent. Students must receive a grade "2" or better in L171 before enrolling in L172.
3 class periods.
1 laboratory hour.
3 credit hours.

L271 Intermediate Russian I

Further development of the skills of speaking, understanding,

reading, and writing Russian through classroom conversation and practice in the laboratory. Review and elucidation of fundamental grammar. Class conducted mainly in Russian. Prerequisite: L172 or equivalent. Students must receive a grade of "2" or better in L172 before enrolling in L271.

3 class periods.
1 laboratory hour.
3 credit hours.

L272 Intermediate Russian II

Continuation of L271. Prerequisite: L271 or equivalent. Students must receive a grade of "2" or better in L271 before enrolling in L272.

3 class periods.
1 laboratory hour.
3 credit hours.

L181 Elementary Spanish I **Fall-Spring Semesters**

An introduction to the fundamental patterns and skills (speaking, listening, reading, and writing) of the language. No previous Spanish required.

3 class periods.
1 laboratory hour.
3 credit hours.

L182 Elementary Spanish II **Fall-Spring Semesters**

Continuation of L181. Prerequisite: L181 or equivalent. Students must receive a grade of "2" or better in L181 before enrolling in L182.

3 class periods.
1 laboratory hour.
3 credit hours.

L187 Spanish for the Health Fields **Spring Semester**

Spanish for students entering health-related fields. Emphasis is on commonly encountered topics and situations in a medical setting. The course enables the learner to communicate with Spanish-speaking clients. Included are Hispanic culture, customs and traditions that have a bearing on the delivery of health services.

3 credit hours.

L281 Intermediate Spanish I **Fall-Spring Semesters**

Further development of the language skills through extensive exposure to spoken Spanish, cultural and literature readings. Class is conducted in the target language. Prerequisite: L182 or equivalent. Students must receive a grade of "2" or better in L182 before enrolling in L281.

3 class periods.
1 laboratory hour.
3 credit hours.

L282 Intermediate Spanish II **Fall-Spring Semester**

Continuation of L281. Prerequisite: L281 or equivalent. Students must receive a grade of "2" or better in L281 before enrolling in L282.

Course Descriptions

3 class periods.
1 laboratory hour.
3 credit hours.

L284 Intermediate Spanish Conversation Spring Semester

Through the use of journalistic materials, audio and video tapes, and in-class group activities, students will practice listening and speaking skills for use in everyday situations. Prerequisite: L182 or equivalent.
3 credit hours.

L285 Reading Strategies in Spanish Fall Semester

The course focuses on strategies for developing skills needed to read "authentic" texts in Spanish – newspapers, magazines and short literary texts. Prerequisite: L281 or equivalent.
3 credit hours.

L380 Advanced Oral and Written Expression in Spanish Spring (even numbered years)

A course designed to provide the student opportunities to refine their oral and written expression in Spanish. Course is conducted in the target language. Prerequisite: L282 or equivalent.
3 credit hours.

L381 Survey of Spanish Literature Spring Semester

A selection of major works from Spain, read and discussed in Spanish. Emphasis on characteristic themes and styles. Prerequisite: L285 or equivalent.
3 credit hours.

L382 Survey of Latin American Literature Fall Semester

A selection of major works from Latin America, read and discussed in Spanish. Emphasis on characteristic themes and styles. Prerequisite: L285 or equivalent.
3 credit hours.

L387 Spanish Civilization Spring (odd numbered years)

A study of Spanish and Latin American civilization, the course begins with a historical overview, then focuses on contemporary life. Prerequisite: L281 or equivalent.
3 credit hours.

L498–L499 Independent Study

To provide for matriculated York College students the opportunity to undertake a well defined independent project or specific area of study in one of the language areas.
1-credit hours each semester.

Mini-mester in Mexico

Students may earn three elective credits by participating in intensive Spanish language study in Mexico. Students live with Mexican families and study language and culture at an established language institute. No previous Spanish required. Contact department for further information. Prerequisite: L125.

Literature

See English course descriptions.

Long-Term Care Administration

LTC200 Practicum in Long-Term Care Administration

Provides early field experience by placement with a long-term care facility under the supervision of an approved administrator. The student will spend 120 hours in various departments in the institution, and will meet in periodic class sessions. Prerequisite: Sophomore major, 2.0 GPA.
3 credit hours.

LTC495, LTC496, LTC497 Administrator-in-Training

A carefully planned program to provide in-depth experience (with cooperating facilities) in all aspects of long-term care administration. Supplemental seminars, reports and appraisals – credit awarded will be based on length and scope of each program. Prerequisite: Senior major with coordinator's approval, 2.5 GPA.
12 or 15 credit hours.
(LTC495–6 cr., LTC496–6 cr., LTC497–3 cr.)

LTC498, LTC499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.
1–3 credit hours each semester.

Management

MGT250 Principles of Management

Fall–Spring Semesters

An analysis of the managerial functions of planning, organizing, leading, and controlling. Additional topics include ethics, social responsibility, human resource management, international management, operations management, organizational behavior and decision making. The course is intended to develop a diagnostic management style for managing in diverse organizational situations. This is a writing/communications intensive course.
3 credit hours.

MGT315 Human Resource Development

Spring Semester

This course provides an overview of the field of Human Resource Development and includes modules on each of the major HRD functions. These include needs assessment, the design, planning and implementation of training and development activities, HRD management and evaluation of HRD efforts. This course is aimed at those who are or will be involved in providing programs designed to improve skills and abilities of employees in operational, staff support, clerical, sales and managerial positions. Prerequisite: MGT250.
3 credit hours.

Course Descriptions

MGT320 Human Resource Management

Fall-Spring Semesters

This course explores theories and concepts leading to the effective utilization of human resources in organizations. The processes of manpower planning, recruitment, selection and employment, training, promotion, compensation and discipline are specifically examined. The complex legal environment in which personnel is practiced is given special emphasis. Prerequisite: MGT250.

3 credit hours.

MGT325 Organizational Behavior

Fall-Spring Semesters

A study of theory and research findings related to human behavior in organizations. Focus of study is an analysis of individual, intragroup and intergroup behavior. Additional emphasis is placed upon leadership and change within an organization. Prerequisite: MGT250.

3 credit hours.

MGT330 Labor Relations

Fall Semester

A study of problems in labor relations in the United States including the history and development of labor unions, their objectives, structure, government and internal management; collective bargaining unit emphasis on contract negotiation and arbitration; public policy, including labor legislation. Prerequisite: MGT250.

3 credit hours.

MGT350 Operations Management

Fall-Spring Semesters

A course which focuses on the management of resources required to produce products and services within the framework of an organizational structure. The principles of operational processes, product/service development, forecasting, facility location and layout, planning, staffing, job design/work measurement, materials management, quality control/assurance and research techniques are covered. This course is a writing/communication intensive course. Prerequisite: QBA260 and MGT250.

3 credit hours.

MGT360 Inventory Management

Spring Semester

This course is designed to cover all phases of materials management in both manufacturing and service organizations. Topics include: inventory management and control, J-I-T, TQM, SPC, major inventory systems, inventory relationships, inventory accounting, bills of materials, materials requirements planning, manufacturing and service control systems. Prerequisite: MGT350.

3 credit hours.

MGT365 Purchasing Management

Fall Semester

Purchasing Management encompasses the processes, common to all businesses, by which organizations are supplied with the goods and services, including utilities, capital equipment, sup-

plies, materials, and purchased parts, needed to achieve their objectives. Prerequisite: MGT250.

3 credit hours.

MGT375 International Management

Fall-Spring Semester

International Management concerns the maintenance and control of international flows of the human resources, goods and services. Topics include: worldwide development, managing across cultures, managing political risk and negotiations and organizing international operations. Prerequisite: MGT250.

3 credit hours.

MGT380 Leadership and Change in Organizations

Spring Semester

An analysis of traditional and non-traditional theories and approaches to leadership emphasizing team building, diversity and management of the change process. The course includes skill development, experiential activities, case studies and theoretical constructs. In addition, guest speakers who are leaders in a variety of organizational settings will be used when appropriate. Prerequisite: MGT250 or permission by instructor.

3 credit hours.

MGT420 Employment Law

Spring Semester

An examination of the relevant legislation and regulation affecting human resource decision making, including issues of discrimination, unemployment insurance, workers' compensation, pay, safety, and retirement. Prerequisite: MGT320.

3 credit hours.

MGT435 Recruitment/Selection of Human Resources

Fall Semester

This is an advanced human resource course which focuses specifically on the recruitment and acquisition of employees. Recruitment topics include: determining staffing needs, recruitment strategies and methods, factors influencing response rates and designing advertisements. The selection component covers job analysis methods, task analysis, developing job requirements and specification, developing a selection plan, and a thorough analysis of selection instruments. An in-depth discussion of government regulations and the importance of evaluation will be included for both topic areas. A comprehensive project integrating all topics is required for successful completion of the course. Prerequisite: MGT320.

3 credit hours.

MGT440 Business, Government, and Society

Fall-Spring Semesters

This course examines the business organization in relationship to government, employee groups and the community. A major theme in the course is the social responsibility of business. Topics of study include ethics, environmental pollution, employee rights, government regulation, global management and the political system as it affects business decision-making. Prerequisite: Senior standing.

3 credit hours.

Course Descriptions

MGT450 Special Studies in Management

A senior level course designed to examine concepts and research concerned with special issues in the management discipline. Specific topics and faculty leaders will vary with each topic. Credit is given on the basis of work performed. This work may consist of papers based on the student's knowledge of topic gained through academic research or experiential activities. Prerequisite: Permission of instructor.

3 credit hours.

MGT460 Advanced Operations Management

An extension of MGT350 which extends coverage of traditional production operations management topics and surveys emerging advance manufacturing technologies such as: Just-In-Time management, robotics, CAD-CAM, group technology, flexible manufacturing systems, bar coding, automated storage and retrieval systems, sensor technology, statistical process control and quality at the source. Prerequisite: MGT350.

3 credit hours.

MGT490, MGT491 Management Internship

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior standing and departmental approval of each student participant's individual program. Credit awarded will be based on length and scope of each program. Grading will be Pass/Fail.

3 credit hours each semester.

Marketing

MKT200 Principles of Marketing

Fall-Spring Semesters

Marketing begins with the market. Therefore, this course starts with the identification of potential customers. It then deals with decisions about the marketing mix (product, price, promotion and distribution) that will satisfy those potential customers. The marketing mix decisions are made in light of today's and tomorrow's changing environment including the economy, ecology, ethics, technology, culture, lifestyle, global markets and competition.

MKT220 Personal Selling

Fall-Spring Semesters

A study of selling fundamentals including the psychological principles of selling, customer attitudes and demand factors, the selling process and the application of selling principles.

3 credit hours.

MKT230 Retailing

Fall-Spring Semesters

The objectives of this course are to help the student better understand and evaluate the specific activities of management, merchandising and promotional functions required in the operation of a retail organization in a competitive business environment.

3 credit hours.

MKT290 Retailing Practicum

Fall-Spring Semesters

This course involves planned and supervised work experience at selected cooperating firms. Agencies will be carefully selected to ensure that they provide a variety of experiences of educational value. The student will spend 120 hours with a selected agency plus conferences with the supervising professor. Prerequisite: Full-time Retailing Associate degree candidate, 45 or more credits and 2.0 or better GPA. Grading will be Pass/Fail.

MKT310 Fashion Marketing

Fall Semester

This course examines marketing principles and strategies as they apply to fashion trends, the domestic and foreign ready-to-wear market, the designer market and the promotion and display of fashion. Prerequisite: MKT200.

3 credit hours.

MKT320 Retail Buying and Merchandising

Spring Semester

This course is designed to provide students with the theoretical and practical concepts required for successful buying and merchandising in retailing. Prerequisite: MKT200.

3 credit hours.

MKT 330 Advertising

Fall-Spring Semesters

This course involves a study of the organization and functions of advertising from the viewpoint of management – types of advertising, media selection and evaluation, preparation of copy and layout. Prerequisite: MKT200.

3 credit hours.

MKT340 Logistics

Fall-Spring Semesters

Logistics is the study of the movement of goods through the value-added system. The goal of logistics is to maximize customer service while minimizing distribution costs. In today's environment most organizations find that their suppliers and/or their markets are global. For this reason the course pays special attention to the special concerns of international distribution. Prerequisite: MKT200 and MGT250. (Note: this course also counts as a management elective.)

3 credit hours.

MKT350 Business Marketing

Fall-Spring Semesters

This course investigates the challenges a marketer faces when the customer is a business or institution, rather than a consumer. Topics include the differences between consumer and business to business marketing, segmentation techniques, marketing mix decisions, international issues and current events affecting the business to business marketer. Prerequisite: MKT200.

3 credit hours.

MKT360 Consumer Behavior

Fall-Spring Semesters

This course involves an analysis of consumer behavior with reference to spending and saving habits, product preferences, shopping behavior, leisure time patterns, social change and

Course Descriptions

mobility and the influence of advertising, selling and fashion trends. Prerequisite: MKT200.

3 credit hours.

MKT370 International Marketing **Fall-Spring Semesters**

The objective of this course is to help the student to better understand and evaluate marketing functions from the viewpoint of the international executive. Coverage will include international marketing policies relating to product adaptation, channels of distribution, pricing, communications and cost analysis. Consideration will also be given to the cultural, legal, financial and organizational aspects of international marketing. Prerequisite: MKT200. This is a writing/communications intensive course.

3 credit hours.

MKT380 Sales Management **Fall-Spring Semesters**

This course involves an in-depth examination of the role of the sales manager. Areas covered include the recruiting, training and supervision of salespersons; the organization of sales territories; compensation schemes; and sales forecasting. Prerequisite: MKT200 and MGT250. Prerequisite: 200 and MGT250.

3 credit hours.

MKT390 Advanced Advertising **Fall Semester**

This course covers the strategic use of advertising and related sales promotion in the marketplace. Emphasis placed on campaign development and coordination under conditions of uncertainty and multiple segmentation. Prerequisite: MKT330.

3 credit hours.

MKT450 Marketing Research **Fall Semester**

This course covers managerial uses of marketing research in formulating marketing strategy; includes determination of situations requiring research, appraisal of alternative research methods and evaluation of studies, including theoretical concepts in research methodology. Prerequisites: MKT200, QBA260 and Senior standing.

3 credit hours.

MKT475 Marketing Policies and Strategies **Spring Semester**

This course is designed to be the last marketing course taken by marketing majors. It involves the study of the administrative process and analysis utilized by chief executives to formulate marketing policy and make strategic and tactical decisions under conditions of uncertainty. Prerequisites: QBA310 or IBA320 and MKT450. This is a writing/communications intensive course.

3 credit hours.

MKT490, MKT491 Marketing Internship **Fall-Spring Semesters**

This course involves planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals are required. Prerequisite: Junior

standing and departmental approval of each student participant's individual program. The program requires approximately ten hours per week for twelve weeks. Grading will be Pass/Fail.

3 credit hours.

Mathematics

MAT100 Basic Algebra **Fall-Spring Semesters**

A basic algebra course emphasizing linear equations and inequalities in one variable, exponents (integral and rational), polynomials, factoring, rational expressions and quadratic equations. This course presents a review of the arithmetic and algebra needed for future math courses. Students enrolled in this course must receive a grade of "2" or better before taking any other math course. Students who have successfully completed math courses above this level are not permitted to schedule this course. This course may not be used to fulfill a mathematics core requirement. Enrollment is at the discretion of the department.

3 credit hours.

MAT105 College Algebra* **Fall-Spring Semesters**

Designed to prepare students in algebraic skills. Topics include equations in one and two variables, inequalities, systems of equations, quadratic equations, polynomial functions, exponents, and logarithms.

3 credit hours.

MAT110 College Mathematics* **Fall-Spring Semesters**

A one-semester course in finite mathematics. Topics will be chosen from logic, sets, linear equations, matrices, linear programming, probability, statistics, and game theory.

3 credit hours.

MAT120 Applied Calculus* **Fall-Spring Semesters**

A one-semester calculus course designed for Business majors. Topics will include calculation of derivatives, maximum-minimum problems, curve sketching, calculation of integrals, area under curves and applications. The course uses applications from the business sector. Prerequisite: A "C" or better in College Algebra, MAT105, or a math waiver.

3 credit hours.

MAT125 College Trigonometry* **Spring Semester**

A course that includes the basic trigonometric functions, use of the trigonometric tables, graphs of complex trigonometric functions, functions of multiple angles, and solutions to triangle problems.

3 credit hours.

MAT171, MAT172, MAT271 Analytic Geometry **Fall-Spring Semesters**

Cartesian coordinates, slope, straight lines, conic sections, polar coordinates, limits, differentiation, integration, and applications

Course Descriptions

of calculus to the physical sciences and engineering. Series expansion of functions, partial derivatives, and multiple integration. Prerequisite: Two units of high school algebra, one unit of trigonometry and satisfactory achievement in college entrance examinations, or College Algebra MAT105; College Trigonometry MAT125.

4 credit hours.

MAT190 Mathematics for Elementary Education Fall-Spring Semesters

Designed to provide the mathematical concepts that are central to the elementary and middle school curriculum. Topics include set theory, logic, numerical systems and algorithms, the development of the real number system, measurement and geometry. This course is required for all Elementary Education majors. Other majors are strongly discouraged from taking this course.

3 credit hours.

MAT230 Exploring Mathematics with the Computer Fall Semester

A course to develop numerical algorithms in several areas of mathematics and test them on the computer. Topics will include number theory, numerical simulation, numerical integration, and others as time permits. Prerequisite: MAT172 and knowledge of an appropriate computer language such as Pascal or C.

3 credit hours.

MAT250 Elements of Statistics Spring Semester

An introductory course which includes probability distributions, confidence intervals, hypothesis testing, analysis of variance, and linear regression. Prerequisite: MAT105 or equivalent. Students who have taken B260 or QBA260 are not permitted to schedule this course.

3 credit hours.

MAT260 Elementary Linear Algebra* Spring Semester

An introductory course including study of linear equations, determinants, vectors in the plane and in space, vector spaces, linear transformations, and eigenvalues. Designed as a serious mathematics course for students in the physical sciences, mathematics education, business or the mathematically curious.

Prerequisite: College Algebra MAT105, or the equivalent.

3 credit hours.

MAT272 Differential Equations Spring Semester

An introductory course including 1st-order equations, nth-order linear equations, Laplace transforms, and series solutions. Some applications to physics and engineering. Prerequisite: MAT271.

4 credit hours.

MAT280 Mathematical Structures Fall-Spring Semesters

A first course in pure mathematics. Topics include sets, logic, mathematical proofs, relations and functions.

3 credit hours.

MAT290 Mathematics for Elementary Education II Fall-Spring Semesters

Designed to provide the mathematical concepts that are central to the elementary and middle school curriculum that fulfill the standards recommended by the National Council of Teachers of Mathematics. Topics include geometry, measurement, probability, statistics, patterns and relationships, and problem solving. Prerequisite: MAT105 and MAT190.

3 credit hours.

MAT340 Introduction to Geometry Fall Semester

A rigorous presentation of Euclidean geometry with some topics in non-Euclidean geometry.

3 credit hours.

MAT350 Probability and Statistics Fall Semester

A calculus based course on probability and statistics that will involve probability and a study of the distributions and expected values of continuous and discrete random variables. Prerequisite: MAT172.

3 credit hours.

MAT361, MAT362 Abstract Algebra I & II MAT361 (Spring semester) MAT362 (Fall Semester)

Abstract Algebra I and II are an introduction to modern algebra. Material covered includes elements of modular arithmetic and number theory, and the three major areas of abstract algebra: groups, rings, and fields. Both course require a high degree of mathematical maturity and the ability to learn and use theoretical mathematics. Prerequisites: MAT280 required; at least one other mathematics course that requires mathematical proof is strongly recommended.

3 credit hours.

MAT371, MAT372 Advanced Calculus I and II Fall-Spring Semesters

The course generalizes elementary calculus and presents it in a mathematically rigorous manner. It introduces the student to more advanced topics in calculus. Prerequisites: MAT271, MAT280.

3 credit hours each semester.

MAT390 History of Mathematics Fall Semester

A study of the historical development of mathematical ideas. The course emphasizes the contributions to mathematics made by different cultures. Prerequisite: MAT172

3 credit hours.

MAT440 Advanced Geometry Spring (even numbered years)

A senior level course with various emphases including advanced topics in Euclidean geometry, transformational geometry, and projective geometry. Prerequisite: MAT340.

3 credit hours.

Course Descriptions

MAT470 Numerical Analysis

Fall (even numbered years)

An advanced mathematics course covering selected topics in the field of applied mathematics. These topics will include: Taylor series expansions and approximations, interpolating polynomials, numerical quadrature formulas, numerical solution of differential equations, and other topics as time permits. Prerequisites: MAT272, MAT371, (MAT372 recommended), knowledge of Pascal, Fortran or C required.

3 credit hours.

MAT473 Partial Differential Equations

Fall Semester

An introduction to the study of partial differential equations, concentrating on the 3 major partial differential equations of mathematics and the physical sciences: heat, waves, and Laplace's equations. Prerequisite: MAT272.

3 credit hours.

MAT477 Complex Analysis

Spring (odd numbered years)

A one semester course on the theory and applications of functions of a complex variable. Topics include the Cauchy-Riemann equations, Cauchy's theorem and contour integration, series representation of analytic functions, residue theory, and conformal mapping. Prerequisites: MAT272, MAT371.

3 credit hours.

MAT480 Point-Set Topology

Fall (odd numbered years)

A study of topological spaces and related concepts, including closed and open sets, subspaces, the product topology, connectedness, compactness, the separation axioms, etc. Prerequisites: MAT172, MAT280.

3 credit hours.

MAT490 Mathematics Internship

This off-campus internship is designed to give the students an opportunity to make use of the practical aspects of their classroom knowledge, thus developing their confidence and understanding through experience. The corporate supervisor and the faculty supervisor will evaluate student's performance. Prerequisites: Junior standing including all MAT 171, MAT172, MAT271, MAT272 and department approval of each participant's individual program.

3 credit hours each semester.

MAT496, MAT497 Reading and Research in Mathematics

Fall-Spring Semesters

The course is designed to allow the student to pursue an area of interest in the field of mathematics. This course is limited to seniors who have previously demonstrated a high degree of proficiency in mathematics.

3 credit hours.

**Courses satisfy the college mathematics requirements.*

Medical Technology

MT401 Clinical Microbiology*

Identification and clinical pathology of bacteria, fungi, viruses

and parasites. Techniques to isolate, stain, culture and determine antimicrobial susceptibility. Instrumentation; quality control.

MT402 Clinical Chemistry*

A study of enzymology, endocrinology, biochemistry of lipids, carbohydrates and proteins, metabolism of nitrogenous end products, physiology and metabolism of fluids and electrolytes and toxicology as related to the body and diseases. The technical procedures include colorimetry, spectrophotometry, electrophoresis, chromatography, automation and quality control.

MT403 Clinical Hematology/Coagulation*

A study of the composition and function of blood; diseases related to blood disorders; the role of platelets and coagulation. Manual and automated techniques of diagnostic tests for abnormalities.

MT404 Clinical Immunohematology*

A study of blood antigens, antibodies, crossmatching, hemolytic diseases, and related diagnostic tests. An in-depth study of blood donor service and its many facets such as transfusions, medico-legal aspects, etc.

MT405 Clinical Immunology/Serology*

A study of immune response, immunoglobulins, autoimmunity and complement and related tests and disease. Survey and demonstration of serological diagnostic tests.

MAT406 Clinical Seminar*

Courses not included in the above, such as orientation, laboratory management, education, or clinical microscopy; and other courses unique to the individual hospital program.

**These courses are taken at the hospital where the students have been admitted for their clinical (senior) year in the Medical Technology major.*

Music

Applied Courses

Voice	MU101-MU102; MU201-MU202; MU301-MU302; MU401-MU402
Piano	MU103-MU104; MU203-MU204; MU303-MU304; MU403-MU404
Organ	MU105-MU106; MU205-MU206; MU305-MU306; MU405-MU406
Flute	MU107-MU108; MU207-MU208; MU307-MU308; MU407-MU408
Clarinet	MU109-MU110; MU209-MU210; MU309-MU310; MU409-MU410
Saxophone	MU111-MU112; MU211-MU212; MU311-MU312; MU411-MU412
Bassoon	MU113-MU114; MU213-MU214; MU313-MU314; MU413-MU414
Trumpet	MU115-MU116; MU215-MU216; MU315-MU316; MU415-MU416
Trombone	MU117-MU118; MU217-MU218; MU317-MU318; MU417-MU418
Baritone	MU119-MU120; MU219-MU220; MU319-MU320; MU419-MU420

Course Descriptions

French Horn	MU121–MU122; MU221–MU222; MU321–MU322; MU421–MU422
Tuba	MU123–MU124; MU223–MU224; MU323–MU324; MU423–MU424
Violin	MU125–MU126; MU225–MU226; MU325–MU326; MU425–MU426
Viola	MU127–MU128; MU227–MU228; MU327–MU328; MU427–MU428
Cello	MU129–MU130; MU229–MU230; MU329–MU330; MU429–MU430
String Bass	MU131–MU132; MU231–MU232; MU331–MU332; MU431–MU432
Percussion	MU135–MU136; MU235–MU236; MU335–MU336; MU435–MU436
Oboe	MU137–MU138; MU237–MU238; MU337–MU338; MU437–MU438
Guitar	MU139–MU140; MU239–MU240; MU339–MU340; MU439–MU440

MU133 Voice Class

Fall–Spring Semesters

Group study of the fundamentals of singing technique and easy vocal literature. Emphasis on posture, breath control, voice placement and stage presence. May be used as a prerequisite to private vocal study.

- 2 class periods.
- 1 credit hour.

Performance Courses

MU141–MU142; MU241–MU242; MU341–MU342;

MU441–MU442 **College Singers**

Fall–Spring Semesters

The College Singers is a show choir open to all students. This select group performs choreographed excerpts from Broadway musicals as well as jazz and other popular standards. Membership is by audition only.

- 2 rehearsals weekly.
- 1 credit hour.

MU143–MU144; MU243–MU244; MU343–MU344;

MU443–MU444 **College Chorale**

Fall–Spring Semesters

The York College Chorale is a mixed concert choir open to all music majors and other experienced singers. The group is dedicated to the study and performance of serious choral music from many style periods.

- 3 rehearsals weekly.
- 1 credit hour.

MU145–MU146; MU245–MU246; MU345–MU346;

MU445–MU446 **Guitar Ensemble**

Fall–Spring Semesters

A study of ensemble performance incorporating works for two or more guitars, or guitars in combination with other instruments and voice. Literature ranges from the Renaissance to contemporary.

- 2 rehearsals weekly.
- 1 credit hour.

MU147–MU148; MU247–MU248; MU347–MU348;

MU447–MU448 **Percussion Ensemble**

Fall–Spring Semesters

To provide percussionists with an opportunity to play challenging music written specifically for their instrument. The percussion ensemble requires its members to be schooled in all areas of percussion.

- 1 rehearsal weekly.
- 1 credit hour.

MU151–MU152; MU251–MU252; MU351–MU352;

MU451–MU452 **Symphonic Winds**

Fall–Spring Semesters

Training in the interpretation and performance of traditional and modern concert band literature. The band performs concerts open to the public. Membership is open to all students who have had prior band experience.

- 2 rehearsals weekly.
- 1 credit hour.

MU153–MU154; MU253–MU254; MU353–MU354;

MU453–MU454 **Jazz Ensemble**

Fall–Spring Semesters

The Jazz Ensemble is open to all students with concert and/or stage band experience. Students in this group study the art of improvisation and learn to perform in all jazz styles, including swing, bop, cool, blues and rock.

- 2 rehearsals weekly.
- 1 credit hour.

MU155–MU156; MU255–MU256; MU355–MU356;

MU455–MU456 **Symphony Orchestra**

Fall–Spring Semesters

The Symphony Orchestra is open to all music majors and other qualified music students. The orchestra studies and performs the standard orchestral repertoire and selected contemporary compositions. The group maintains an active concert schedule each semester.

- 1 rehearsal weekly.
- 1 credit hour.

MU165–MU166; MU265–MU266; MU365–MU366;

MU465–MU466 **York College Handbell Ensemble**

Fall–Spring Semesters

The York College Handbell Ensemble is a handbell performing group open to all music majors, minors and other interested persons with some music reading ability. The group is dedicated to the study and performance of handbell ringing techniques and frequently performs on and off campus.

- 1 rehearsal weekly.
- 1 credit hour.

MU170.81 **Guitar Class**

Fall–Spring Semesters

A study of basic single note melody playing and choral accompaniment on the guitar through the use of tablature and standard notation. Basic music theory study is included.

- 1 class period weekly.
- 1 credit period hour.

Course Descriptions

MU181–MU182; MU281–MU282; MU381–MU382; MU481–MU482 Woodwind Ensemble

Fall–Spring Semesters

The woodwind ensemble is open to all students with performance experience on a woodwind instrument. Membership is limited only in an effort to create a balanced instrumentation that will allow rehearsal and performance of traditional woodwind ensemble literature.

1 or 2 rehearsals weekly.

1 credit hour.

MU183–MU184; MU283–MU284; MU383–MU384; MU483–MU484 Brass Ensemble

Fall–Spring Semesters

The brass ensemble is open to all students with performance experience on a brass instrument. Membership is limited only in an effort to create a balanced instrumentation that will allow rehearsal and performance of traditional brass choir literature.

1 or 2 rehearsals weekly.

1 credit hour.

MU185–MU186; MU285–MU286; MU385–MU386; MU485–MU486 String Ensemble

Fall–Spring Semesters

The string ensemble is open to all students with performance experience on a string instrument. Membership is limited in an effort to create a balanced string quartet (first and second violins, viola, cello) that will allow rehearsal and performance of traditional string quartet literature. Other instruments may be added at the discretion of the instructor.

1 or 2 rehearsals weekly.

1 credit hour.

MU187–MU188; MU287–MU288; MU387–MU388; MU487–MU488 Keyboard Ensemble

Fall–Spring Semesters

The keyboard ensemble is open to all students with performance experience at the piano. Membership is limited by the instructor and may include 2 or more pianists who will rehearse and perform traditional piano ensemble literature.

1 or 2 rehearsals weekly.

1 credit hour.

MU360 Music Theater & Co. Summer I

The Music Theater & Co. is dedicated to the production of all types of music theater, including Broadway musicals, opera and operetta. The organization is responsible for an annual summer dinner theater production, drawing large crowds from the College and the surrounding community.

Rehearsals arranged.

3 credit hours.

Historical and Theoretical Courses

MU150 Music Fundamentals Fall–Spring–Summer Semesters

Music Fundamentals is an introduction to the study of music theory. Music notation, scales, intervals, chords, and rhythms are explored through seeing, sharing, writing, singing, and playing. Enrollment is at the discretion of the Department. May

not be used to fulfill music major requirements. Students who are required to take MU150 before enrolling in MU161 or MU162, must receive a grade of “2” or better in MU150.

3 credit hours.

MU161 Music Theory I Fall Semester

Study of music notation, basic musicianship, figured–brass harmony, keyboard harmony, literature, style, form and analysis. Prerequisite: MU150 or permission of the instructor.

3 credit hours.

MU162 Sight Singing and Ear Training I Fall Semester

Development of the skills of sight–singing and melodic, harmonic, rhythmic dictation. Must be taken in the same semester with MU161.

1 credit hour.

MU163 Music Theory II Spring Semester

Continuation of MU162, which is a prerequisite. Must be taken in the same semester with MU163.

1 credit hour.

MU164 Sight Singing and Ear Training II Spring Semester

Continuation of MU162, which is a prerequisite. Must be taken in the same semester with MU163.

1 credit hour.

MU260 Music Appreciation Fall–Spring–Summer Semesters

The study of Western man’s changing attitude toward himself and his environment and the musical styles and techniques developed to express them.

3 credit hours.

MU261 Music Theory III Fall Semester

Continuation of MU163, which is a prerequisite. Emphasis is on the extra-tonal chords developed in the 19th century.

3 credit hours.

MU262 Sight Singing and Ear Training III Fall Semester

Continuation of MU164, which is a prerequisite. Must be taken in the same semester with MU261.

1 credit hour.

MU263 Music Theory IV Spring Semester

Continuation of MU261, which is a prerequisite. Emphasis is on the styles developed in the 20th century.

3 credit hours.

MU264 Sight Singing and Ear Training IV Spring Semester

Continuation of MU262, which is a prerequisite. Must be taken in the same semester with MU263.

1 credit hour.

Course Descriptions

MU271 Introduction to Music Literature

Spring Semester (alternating years)

An introduction to music literature through an historical study of musical genre, form, and style. Required of music majors and minors. Elective by permission of instructor.

3 credit hours.

MU272 Jazz History

Fall-Spring Semesters

Traces the historical development of jazz from its pre-history at the end of the 19th century to the present.

3 credit hours.

MU361 Music History I

Fall Semester (alternating years)

A historical study of the various styles and forms of music in western civilization from the time of earliest recorded history until the 18th century. Prerequisite: MU260.

3 credit hours.

MU362 Music History II

Spring Semester (alternating years)

A historical study of the various styles and forms of music in western civilization from the time of the 18 century to the present. Prerequisite: MU260.

3 credit hours.

MU364 Counterpoint

Spring Semester (alternating years)

A study of the contrapuntal styles of the 18th and 19th centuries. Prerequisite: MU263.

3 credit hours.

MU461 Orchestration and Arranging

Fall Semester (alternating years)

A study of the instruments of the orchestra and how to orchestrate and arrange music for them. Prerequisite: MU260.

3 credit hours.

MU462 Conducting

Spring Semester (alternating years)

A study of the techniques of choral and instrumental conducting, including use of the baton, score preparation, gesture and group organization. Prerequisite: MU461 or instructor's permission.

2 credit hours.

MU498, MU499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility in the learning process.

1-3 credits each semester.

MU273 Educational Experiences in Music

Fall-Spring Semesters

Study and development of knowledge and skills for elementary

education majors who wish to prepare themselves to enrich their teaching through listening to music, organizing sound, and guiding elementary students in musical experiences. This course is meant for those with little or no background in music, and is not appropriate for those pursuing the music cognate in elementary education.

3 credit hours.

MU275 String Methods

Fall Semester

Applied strings in a class setting. Designed to provide a practical playing knowledge of each string instrument (violin, viola, cello, string bass). Principal objective is to prepare prospective school teachers to instruct beginners in strings.

2 class periods.

1 credit hour.

MU276 Brass Methods

Spring Semester

Methods of tone production, fingerings or position, care and repair, and methods and materials for teaching trumpet or cornet, French Horn, baritone, trombone, and tuba. Emphasis on ensemble performance.

2 class periods.

1 credit hour.

MU277 Woodwind Methods

Fall Semester

Methods of tone production, fingerings, care and repair, and methods and materials for teaching flute, oboe, clarinet, bassoon, and saxophone. Emphasis on ensemble performance.

2 class periods.

1 credit hour.

MU278 Percussion Methods

Spring Semester

Methods of tone production, positions, care and repair, and methods and materials for teaching the percussion instruments. Emphasis on ensemble performance.

2 class periods.

1 credit hour.

MU374 Teaching Music in the Elementary School

Fall Semester

Study and use of the music subject matter, methods, and activities appropriate for elementary music classes. Students are provided the opportunity to become familiar with currently-used elementary music materials and to present mini-lessons at different elementary grade levels. It is assumed that students enrolling in the course have, themselves, experienced typical school music activities in singing, instrument playing, rhythmic responses, and music reading.

3 credit hours.

MU375 Teaching Music in the Secondary School

Spring Semester

Study and evaluation of methods, materials, and techniques relative to music classes and performance groups in secondary schools with a development of a personal philosophy of music education.

3 credit hours.

Course Descriptions

Nuclear Medicine Technology

**These courses are taken at Lancaster General Hospital by students who have been admitted to clinical (senior) year in the Nuclear Medicine Technology major.*

NM101 Nuclear Medicine Theory I

A study of the basic sciences needed to understand nuclear medicine. Topics include: Nuclear Physics, Applied Mathematics, Radiation Biology and Film Chemistry. This course is also designed to introduce the student with the basic skills needed to give patient care and assist in the performance of routine nuclear medicine studies. These topics include: Medical Terminology, Patient Care, Skeletal and Lung Imaging, and Journal Club.

6 credit hours.

NM110 Nuclear Medicine Practicum I

This course is designed to introduce the beginning student to the profession of nuclear medicine technology. Practicum takes place at one of the clinical affiliates. Students learn by observing and assisting a nuclear medicine technologist in the performance of nuclear medicine imaging and associated ancillary tasks.

6 credit hours.

NM102 Nuclear Medicine Theory II

This course is designed to build on the knowledge gained in NM101. Topics covered in this course include: Instrumentation, Radiation Safety, and Radiopharmacy. Clinical theory instruction in this course will include Cardiology, Genitourinary System and the Central Nervous System. Clinical theory instruction consists of an anatomy and physiology review followed by a study of all the nuclear medicine imaging that is performed on this system.

6 credit hours.

NM111 Nuclear Medicine Practicum II

Students observe and assist the technologist with the complicated studies. They begin to perform more common imaging procedures under the direct supervision of a technologist. These procedures include, but are not limited to, Ventilation/Perfusion Imaging, Bone Scanning, Cardiac Imaging, and Hepatobiliary Imaging. During this semester the student will be required to successfully complete five competency evaluations.

6 credit hours.

NM103 Nuclear Medicine Theory III

This course focuses on some of the more complicated topics associated with clinical imaging. These topics include: Computers in Nuclear Medicine, Single Photon Emission Tomography, Endocrinology, Gastrointestinal System, and Radioimmunoassay. This course also discusses imaging associated with infection, as well as the detection and treatment of specific types of cancer.

2 credit hours.

NM112 Nuclear Medicine Practicum III

This final session of practical learning, focuses on students fine tuning their skills and applying all that they have learned in

NM Theory. Students are expected to perform most studies with limited supervision. Students are expected to successfully perform ten competency evaluations prior to the completion of this course.

4 credit hours.

Nursing

N201 Human Development and Health Care

Fall-Spring Semesters

Study of normal growth and development through all life stages. Developmental theories explored and applied to developmental assessment as part of the nursing process. Concepts of community, family, and personal health discussed. Selected agencies providing care and services to clients throughout the life span may be utilized for observational visits related to human development.

3 credit hours.

N202 Nutrition in Health Care

Fall-Spring Semesters

A study of normal nutrition and the motivational, social, economic and cultural factors influencing nutrition through all life stages. Assessment of nutritional states of clients as part of the nursing process. Application of diet therapy concepts for patients with selected health problems. Prerequisite: CHM111, Pre- or Corequisite: CHM112.

3 credit hours.

N210 Basic Principles in Nursing Practice

Fall-Spring Semesters

The first clinical course introduces the nursing student to professional nursing roles and basic human needs of individuals. Students use systems and developmental theories in conjunction with the nursing process in providing care to clients. Emphasis is placed on communication, data collection, physical assessment skills, and beginning administration of drugs. Laboratory sessions are conducted in the skills laboratory and in selected health care settings. Prerequisites: PSY100, SOC100, CHM111, CHM112, BS212, BS241, N201, N202, MAT105 or MAT110.

3 class periods

6 laboratory hours.

5 credit hours.

N220 Health Assessment Skills for the Licensed Practical Nurse

Spring Semester

This course is designed for licensed practical nurse students pursuing a baccalaureate education in nursing. Emphasis is on application of the conceptual approach to the YCP nursing curriculum, development of nursing process skills, and evaluation of clinical skills required for advanced placement in the nursing major.

3 credit hours.

N230 Clinical Practice: Operating Room

Summer Session

An elective course. Application of the nursing process to the nursing care of operative patients during surgical procedures; study of Operating Room procedures; supervised experience in

Course Descriptions

nursing practice in the Operating Room. Prerequisite: Completion of all course requirements in the sophomore year.

- 1 class period.
- 2 three-hour laboratory periods.
- 3 credit hours.

N307 Nursing Concepts: Chronic Health Problems

Fall-Spring Semesters

The family as a codeterminant of individual states of health is emphasized in relationship to health concerns of a chronic and relatively steady nature. Principles underlying human adaptation responses to chronic health changes and the significance for nursing intervention are emphasized. Prerequisite: Junior standing in the nursing major.

- 3 credit hours.

N308 Nursing Practice: Adults with Chronic Health Problems

Fall-Spring Semesters

Individual and family assessment as a part of nursing process are addressed. Health promotion, health preservation and health recovery and continuity of care are stressed. Laboratory sessions are conducted in simulated and real laboratories such as hospital in-patient settings and long-term care facilities in the community. Prerequisite: Junior standing in the nursing major. Prerequisite or Corequisite: N307.

- 1 class period
- 12 laboratory hours.
- 5 credit hours.

N317 Nursing Concepts: Parent Child Health

Fall-Spring Semesters

This course addresses the normal maternity cycle, the newborn, illness and hospitalization of the child, and growth and developmental deviations within the context of the family. Prerequisite: Junior standing in the nursing major.

- 3 credit hours.

N318 Nursing Practice: Parent Child Care

Fall-Spring Semesters

Family assessment as part of the nursing process is addressed. Health promotion, maintenance and restoration as well as continuity of care are stressed for both mental and physical dimensions. Laboratory sessions are conducted in simulated and real laboratories such as hospital, home, and community based settings. Prerequisite: Junior standing in the nursing major. Prerequisite or Corequisite: N317.

- 1 class period
- 12 laboratory hours.
- 5 credit hours.

N320 Health Assessment Skills for the Registered Nurse

Designed for registered professional nurse students pursuing a baccalaureate education in nursing. Emphasis is on the application of the conceptual approach to the YCP nursing curriculum and the acquisition and evaluation of clinical skills required for advanced placement in the nursing major. Prerequisite: Advanced placement in nursing major or permission of instructor.

- 3 credit hours.

N407 Nursing Concepts: Acute Health Problems

Fall-Spring Semesters

Nursing concepts relating to the physical, emotional, and social needs of acutely ill individuals requiring hospitalization are emphasized. Concerns relating to family members are also explored. Prerequisite: Senior standing in nursing major.

- 2 class periods.
- 2 credit hours.

N408 Nursing Practice: Adults with Acute Health Problems

Fall-Spring Semesters

Critical judgments based on assessment of needs during acute health disruptions are emphasized. Collaboration, coordination, and consultation with health team members are stressed. Laboratory sessions are conducted in hospital in-patient settings. Prerequisite: Senior standing in nursing major. Pre- or Corequisite: N407, N411.

- 1 class period.
- 9 laboratory hours.
- 4 credit hours.

N411 Leadership in Professional Nursing

Fall-Spring Semesters

Concepts relevant to the theory and practice of leadership in professional nursing are presented. Analysis is made of the components of leadership; communication, management, delegation, teaching/learning, evaluation and change. The course also presents issues related to the past and present status of nursing as a profession and projects to future trends.

- 3 credit hours.

N412 Research and Professional Nursing Practice

Fall-Spring Semesters

Critical inquiry principles applied in the development of a major paper related to a clinical nursing problem. Oral and written presentations of research critiques are a course requirement. Prerequisites: BEH260 (or other statistics course) and senior standing in the nursing major.

- 3 credit hours.

N417 Nursing Concepts: Community Health

Fall-Spring Semesters

The community as a codeterminant of individual states of health is emphasized. Community structure, inter-relationships, and health care delivery systems are explored. Public health concepts as they relate to individuals, families, and groups in the community are identified. Prerequisite: Senior standing in the nursing major.

- 2 class periods.
- 2 credit hours.

N418 Nursing Practice: Community Health

Fall-Spring Semesters

Introduction to community assessment as part of nursing is included. An epidemiologic study of a problem or situation that affects the health of a community or a segment of population is a course requirement. Laboratory sessions are conducted in official and non-official health agencies and other community-based settings. Prerequisite: Senior standing in the nursing major. Pre- or Corequisite: N417, N412.

Course Descriptions

1 class period.
9 laboratory hours.
4 credit hours.

N420 Critical Care Certification Preparation Course

Fall Semester

This course is designed to prepare the critical care nurse for the AACN certification exam. In addition, it helps to expand and update the knowledge of the practicing critical care nurse who is seeking continuing education. The emphasis of the course is the management of clients with critical illness based on the core curriculum for Critical Care Nursing.

3 class credits.

N421 Leadership in Professional Nursing/RN

Fall Semester

For RNs only. Concepts relevant to the theory and practice of leadership in professional nursing are presented. Analysis is made of the components of leadership; communication, management, delegation, teaching/learning, evaluation and change. The course also presents issues related to the past and present status of nursing as a profession and projects to future trends.

3 credit hours.

N422 Research and Professional Nursing Practice/RN

Spring Semester

For RNs only. Critical inquiry principles applied in the development of a major paper related to a clinical nursing problem. Oral and written presentations of research critiques are a course requirement. Prerequisite: BEH260 (or other statistics course) and senior standing in the nursing major.

3 credit hours.

N425 Nursing Concepts: Psychiatric-Mental Health

Fall-Spring Semesters

Nursing concepts related to the psychiatric/ mental-health needs of diverse populations are emphasized. Theory of mental health and illness is presented as well as theory of treatment. Issues in mental health nursing are explored. Prerequisite: Senior standing in the nursing major.

2 class periods.

2 credit hours.

N426 Nursing Practice: Psychiatric Mental Health

Fall-Spring Semesters

Psychiatric evaluation and application of the nursing process to diverse populations in need of mental health care are emphasized. Collaboration with other health care providers are emphasized. Collaboration with other health care providers and coordination of services are addressed. Laboratory sessions are conducted in outpatient and inpatient settings. Prerequisite: Senior standing in the nursing major; Corequisite: N415.

1 class period.

9 laboratory hours.

4 credit hours.

N430 Selected Topics in Health Related Issues

Fall-Spring Semesters

Different topics of health care issues will be featured each semester. Senior students investigate the principal variables

affecting the issues and develop a framework for health care practice. Prerequisite: Completion of all N300 level courses; non-nursing students complete 90 credits or have permission of the instructor.

3 credit hours.

N450 Nursing Practicum

Fall-Spring Semesters

This course provides for concentrated clinical nursing practice under faculty guidance. The nature and goals of the practicum are determined collaboratively by the student, faculty member, and RN clinical preceptor from a cooperating agency where the student elects to have the experience.

1 class period.

6 laboratory hours.

3 credit hours.

N455 Acute Care Concepts/Practice for the Registered Nurse

Fall Semester

The focus is on selected concepts which underlie nursing practice in complex client and family situations. The interrelationships among physical, psychological and social concepts pertaining to a variety of practice areas are explored. Students investigate self-selected concepts in a variety of agencies during laboratory hours.

3 class periods

6 laboratory hours.

5 credit hours.

N456 Community Health Concepts/Practice for the Registered Nurse

Spring Semester

The community is considered as a major determinant of health states in individuals and groups. Students explore community structure and interrelationships among community participants as they influence the health care delivery system. The epidemiological analysis of selected health problems in the community is the focus of learning. A Clinical practicum in home health care is required of all students. Upon satisfactory completion of the home care experience, students are encouraged to design an individualized community-based care experience. The student utilizes the nursing process to promote health in a small community.

3 class periods.

6 laboratory hours.

5 credit hours.

N498, N499 Independent Study

Fall-Spring Semesters

The Independent Study Program affords the opportunity for the nursing student who wishes to undertake a well-defined project. While the student conducts his work under the guidance of a nurse faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. Prerequisite: Senior standing and consent and approval of the Department of Nursing Chair and Academic Dean.

1-3 credit hours.

Course Descriptions

Philosophy and Religion

Philosophy

P221 Introduction to Philosophy

Fall–Spring Semesters

An examination of the fundamental problems of philosophy including a brief survey of the different philosophical schools of thought of historical importance and contemporary influence.

3 credit hours.

P222 Critical Thinking

Fall–Spring Semesters

This course is aimed at providing students with the analytical and evaluative skills necessary to thinking clearly and critically. Such skills will enable students to distinguish good reasoning from poor reasoning and therefore enable students to further their intellectual development and ability to achieve success in their college studies.

3 credit hours.

P223 Modern Moral Values and Social Issues

Fall–Spring Semesters

This course attempts to apply philosophy to the problems and issues of contemporary life, such as moral issues (attitudes towards sex, abortion, euthanasia, homosexuality), political questions (equality of women, reverse discrimination, civil disobedience, conflicts between control and freedom), and contemporary religious and quasi-religious movements (the cults and mysticism from Zen to sci-fi).

3 credit hours.

P224 Philosophy and Human Nature

An examination of philosophical and scientific theories of human nature as they have arisen in the history of philosophy paying special attention to the philosophical implications of recent scientific theories such as sociobiology and artificial intelligence.

3 credit hours.

P231 Logic

An examination of the basic concepts of deductive reasoning, the goal of which is to develop a system of methods and principles that can be used to evaluate arguments and as a guide in constructing arguments.

3 credit hours.

P240 Environmental Ethics

This course explores three interrelated topics: the environmental crisis of our time, the teachings of philosophical and religious ethics that can foster the development of an environmental ethics, and the activities and actions demanded by an environmental ethic.

3 credit hours.

P321 Epistemology

The study of the nature, sources, scope, and validity of knowledge. Issues addressed may include how knowledge is acquired, whether we can know anything for sure, the nature of truth, and the relation of knowledge to social and cultural forces.

3 credit hours.

P331 Metaphysics

Metaphysics is concerned with questions about the ultimate nature of reality and seeks basic criteria for determining what sorts of things are real. Topics addressed may include the mind–body problem, the freedom of the will, personal identity, the existence of God, and the nature of space and time.

3 credit hours.

P341 Ethics

Study of the notions of right and wrong and the good, according to ethical theories and practical application.

3 credit hours.

P343 Ethical Issues in Peace and Conflict

A study of central concerns related to war and peace from an ethical perspective. The course will deal with ethical principles regarding war, and consider such issues as human rights, the causes of violence, ecological disorders, population problems and distribution of global resources, from an ethical standpoint.

3 credit hours.

P345 Ethics in Health Care

This course introduces students to concepts of ethical decision-making and their application to ethical issues in the provision of health care. This interdisciplinary course will be taught by faculty from both the English and Humanities and Nursing Departments. This course will present selected health care issues for analysis in the classroom setting to better prepare students to resolve those and other related issues outside of the educational setting.

3 credit hours.

P351 Aesthetics

An introduction to theories of art. Analysis of aesthetic experience, expression, creation, and structure. The social role of art and function of aesthetic criticism will be considered.

3 credit hours.

P360 Political Theory

An examination of selected themes and issues in political theory. Topics to be considered include the nature of justice, the problem of community, theories of obligation and rights, the nature of the state, the problem of historicism and relativism. Special attention will be paid to the implications of modern thought. Cross listed with PS360 Political Theory.

3 credit hours.

P361 Contemporary Philosophy

A study of various twentieth century philosophical movements, figures, and trends analyzing their philosophical, social, and historical backgrounds, their influence, and their importance for contemporary issues.

3 credit hours.

P380 Special Topics in Philosophy

Thorough study of a single major philosophical movement (like Pragmatism), philosophical figure (such as Plato or Nietzsche), or topic in philosophy (such as philosophy of law or science). The specific theme of these courses changes from semester to semester and may be suggested by either faculty or student interest. Past topics covered include feminist thought, comput-

Course Descriptions

ers and modern thought, and religion and science. These courses may be repeated for different topics.

3 credit hours.

P498, P499 Independent Study

An opportunity for the student who wishes to undertake a well-defined research project in an area of philosophy. While the student conducts work under the guidance of a faculty member of his or her own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

Religion

P265 Living Religions

An introduction to the world's living religions – Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity and Islam. The role of primitive religions and the confrontation of religions in our contemporary world will also be studied.

3 credit hours.

P266 Biblical Religions

An introduction to the Scriptures of Judaism and Christianity. The historical, literary and religious aspects of the Biblical writings will be studied.

3 credit hours.

P268 Religious Thought and Culture in Western Civilization

An investigation of the phenomenon of religion as it has functioned in western culture. Some comparisons with religion in eastern culture will be considered.

3 credit hours.

P369 American Religious Thought and Culture

A study of the background of Catholicism, Protestantism, Judaism, and Native American religious traditions in the United States, as well as contemporary American religious movements.

3 credit hours.

P498, P499 Independent Study

An opportunity for the student who wishes to undertake a well-defined research project in an area of philosophy. While the student conducts work under the guidance of a faculty member of his or her own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

Physical Science

PSC111, PSC112 Physical Science*

Fall-Spring Semesters

A course for non-science majors with limited mathematical background. Emphasis on the relationship of scientific principles to daily experience. The first semester covers areas includ-

ing force, motion, gravity, energy, heat, temperature, wave motion and sound. The second semester covers light, static electricity, electrical currents, and modern concepts.

2 class period.

1 three-hour laboratory period.

3 credit hours each semester.

**May be used to fulfill laboratory science core requirement.*

PSC433 Special Topics In The Physical Sciences

Annually as needed

An interdisciplinary science course designed to introduce topics of current or special interest. The course crosses over the perceived barriers which define each scientific discipline via a broad based, interdisciplinary approach to the study of selected science topics. Prerequisite: Junior class standing.

3 credit hours.

PSC473 Physical Science Seminar

Annually as needed

This course is designed to expose the student to searching and critically reading the literature in several areas of the physical sciences. The student will read and present to classmates several papers from his/her own selected concentration. He/she will critically discuss papers from several related physical science areas. Prerequisite: Junior class standing.

3 credit hours.

PSC481, PSC482 Independent Study

The Independent Study Program enables a student to do research or in-depth study of a particular area in the physical sciences. While students conduct their work under the guidance of a faculty member of their choice, there may or may not be regular class meetings. Effective independent study is characterized by a reduction in formal instruction by faculty and an increase in students' initiative and responsibility for their own process of learning.

1-6 credit hours per semester.

Physics

PHY121, PHY122 General Physics*

Fall-Spring Semesters

An introduction to college physics covering the field of mechanics, heat, sound, electricity, light, and selected topics of modern physics. Emphasis on theory, problems, and practical applications. This course is intended for students not majoring in Physics or Engineering. Prerequisite: High School Algebra and trigonometry or equivalent.

3 class periods.

1 three-hour laboratory period.

4 credit hours each semester.

PHY131 Engineering Physics (Heat & Temperature)

Spring Semester

This course is intended for first-year students who are majoring in Physics or Engineering. This semester deals with systems of forces, equilibrium, linear motion, work and energy, momentum, circular motion, rotational motion and moment of inertia, elastic properties of matter, hydrostatics, hydrodynamics, harmonic motion. Emphasis is on theory, problems, and practical

Course Descriptions

applications. Prerequisites: MAT171, MAT172.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

PHY132 Engineering Physics (Electricity & Magnetism)

Fall Semester

A study of static electricity, electric field, Gauss' law, electric potential, capacitors and dielectrics, Ohmic law, electromotive force and electrical circuits, magnetic field, Ampere's law, Faraday's law, inductance, magnetic properties of matter, electromagnetic oscillations, Maxwell equations, and electromagnetic wave theory. Prerequisite: MAT271-Concurrent.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

PHY232 Engineering Physics (Optics and Modern Physics)

Spring Semester

A study of nature and propagation of light, reflection and refraction of light, interference, diffraction and polarization, special theory of relativity, quantum theory of light, photoelectric effect, x-ray diffraction, Compton effect, wave properties of particles, uncertainty principle and its applications, atomic models, atomic spectra, quantum mechanics, statistical mechanics, atomic nucleus, nuclear transformations, elementary particles, etc. Prerequisite: MAT271.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

PHY490 Physics Internship

This off-campus internship is designed to give the students an opportunity to make use of the practical aspects of their classroom knowledge, thus developing their confidence and understanding through experience. The corporate supervisor and the faculty supervisor will evaluate student's performance. Prerequisites: Junior standing including PHY131, PHY132, PHY231, PHY232, EGR251, EGR252 and departmental approval of each participant's individual program.

3 credit hours each semester.

**May be used to fulfill laboratory science core requirement.*

Political Science

(Government/Public Administration)

PS100 Introduction to Political Science

Fall-Spring Semesters

An introduction to modern political science and the political experience. Topics to be discussed will include the perennial problems of politics and public policy as well as classical and modern approaches to these problems. Special attention will be paid to the key figures and schools of modern political science.

3 credit hours.

PS141 American Government

Fall-Spring Semesters

A study of the structure and functions of American national government, including the formal and informal roles of the Congress, the Presidency and the Courts. The course will also

discuss the nature of federalism, the practice of politics, and the extent of national power. Discussion of current domestic and foreign policy issues will be included in the course.

3 credit hours.

PS151 (PC201, PS251) Introduction to Public Administration

Fall Semester

An introductory study of structure, organization and management of public departments and agencies. The course will also focus on the differences between public and private administrative settings and the implications of the American Federal System for Public Administration.

3 credit hours.

PS242 State and Local Government

Fall-Spring Semesters

A study of the structure and functions of the major types of state, county and city governments, regional authorities; metropolitan areas. Special attention will be given to the government of the state of Pennsylvania and to the unique problems of contemporary urban politics.

3 credit hours.

PS243 Government and Politics of Africa

Spring Semester

A discussion seminar on the government and politics of representative African states. This study will also consider the relevance of trends in governing structures, economic patterns, international relations and nationalism in contemporary Africa. Not open to freshmen.

3 credit hours.

PS246 Government and Politics of the Middle East

Fall Semester

A broad study of the governments and political systems of different countries in the Middle East. Special emphasis will be on the socioeconomic and political development in the area. Other topics will include legacy of imperialism, nationalism, Arab-Israeli conflict, U.S. role in the Middle East, revival of Islam, the Gulf war and the prospects for future peace in the Middle East. The focus will be on the countries of Egypt, Iran, Iraq, Israel, Jordan, Lebanon, Saudi Arabia, Syria and Turkey. If time permits, other middle eastern countries will be studied. Not open to freshmen.

3 credit hours.

PS301 Comparative Government

Fall Semester

A comparative examination of the governmental systems and political processes of selected Western democracies, developing nations and communist states. Special attention will be given to issues and problems of the third world.

3 credit hours.

PS302 International Relations

Fall Semester

An introduction to the major influences in the relationships between states. Emphasis is on the historical emergence of the International System. Internal and external influences on for-

Course Descriptions

eign policies are examined. Topics such as Arms Control, North-South relationships, International Organizations, Global Problems and World Peace are explored in depth.

3 credit hours.

PS303 (PS460) American Foreign Policy

Fall Semester

Concerns the formation and conducts of U.S. relations with other nations of the world; emphasis is institutional with policy makers and policy execution at the center. Fundamental American values in foreign policy and the roles of leaders instrumental in creating and developing foreign policy objectives are examined. Open to juniors and seniors.

3 credit hours.

PS305 Parties, Campaigns and Elections

Fall (even numbered years)

The nature and function of political parties in the American two-party system; the impact of the mass media and campaign reform on the electoral process; third party movements; the future of both major political parties. Special attention will be paid to the most recent Presidential nominations, campaigns, and election.

3 credit hours.

PS306 Introduction to International Organizations

Fall Semester

This course deals primarily with the origins, nature and functions of international organizations (the League of Nations, the United Nations, and regional organizations). The course examines the cooperative approach to international problems. A special attention is given to the structure and functions of the U.N. and the relations among the U.S., the U.N., and the Third World. Prerequisites: PS100 and PS302 or instructor's approval.

3 credit hours.

PS310 Decision Making in the Public Sector

Spring (odd numbered years)

Decision making theory as it applies to the public sector. Includes both individual and group decision making environments as well as the political, psychological and quantitative implications of decision making. Attention is given to the differences between the public and private sector (i.e., lack of profit motive, differences in sales and advertising techniques, etc.), and the impact of the political environment upon the public decision-making process.

3 credit hours.

PS312 Politics of Public Policy

Fall (even numbered years)

Analysis of the development, implementation and evaluation of public policy within the federal system. The course will view the public policy from the perspective of the executive, legislative, judicial and bureaucratic branches of government. In addition, emphasis will be placed on public input into the governmental process.

3 credit hours.

PS352 Introduction to Public Finance

Fall (odd numbered years)

This is an introductory course in Public Finance. The course

focuses on the scope of government authority, theory of taxation, the sources of revenue for government, the budgetary process in government and the role of federalism in these relationships.

3 credit hours.

PS360 Political Theory

Spring Semester

An examination of selected themes and issues in political theory. Topics to be considered include the nature of justice, the problem of community, theories of obligation and rights, the nature of the state, the problem of historicism and relativism. Special attention will be paid to the implications of modern thought.

3 credit hours.

PS361 American Political Thought

Fall (odd numbered years)

An introduction to American political thinking from the founding to the present. This course deals with the uniqueness of and tensions in the American tradition through a critical examination of the thought of American statesmen and theorists.

3 credit hours.

PS370 American Constitutional Thought

Spring Semester

Development of the American constitutional system beginning with the English background and progressing to the present time. Emphasis given to historical perspective, the evolution of the U.S. Constitution and the impact of judicial interpretations and law on a changing American society. Note: Credit allowed as either a History or Political Science course.

3 credit hours.

PS440 Seminar in International Relations

Spring Semester

Designed to be the capstone experience for seniors in International Studies and Political Science. Each year a different topic will be extensively examined. A research project is required. Others by permission of instructor.

3 credit hours.

PS470 Readings in Public Administration

Spring (even numbered years)

Selected topics in Public Administration to include the application of theories in psychology, sociology and management to Public Administration.

3 credit hours.

PS471-480 Selected Topics in Political Science

Various topics examining current theoretical or practical issues in contemporary politics and/or political science. Examples of possible topics: the post-modern situation, politics and religion, the end of ideology, feminist politics, politics and the arts, the First Amendment, etc.

3 credit hours.

PS490, 491 Government/Public Administration Internship

Specialized governmental experience in a selected city, county, state or federal agency. Independent research may be a part of

Course Descriptions

this experience. Departmental approval is required in advance.
Pass/fail only.

3–6 credit hours each semester.

PS498, 499 Independent Study

The Independent Study Program affords an opportunity for students who wishes to undertake a well-defined research project. While these students conduct their work under the guidance of a faculty member of their own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1–3 credit hours.

Psychology

PSY100 General Psychology

Fall–Spring Semesters

An understanding of human behavior and cognition, unifying the physical, emotional, intellectual and social aspect with current research findings and theories.

3 credit hours.

PSY150 Introduction to Psychology I

Fall Semester

This course is designed primarily for the psychology major. An explicit, in-depth introduction of the theories and principles of psychology from a scientific viewpoint are presented. The topics of ethics, issues, career orientation and preparation and scientific writing are presented. Laboratory experiences are required.

3 credit hours.

PSY151 Introduction to Psychology II

Spring Semester

This course is a continuation of PSY150. Writing in the APA style will be emphasized. Laboratory experiences are required.

3 credit hours.

PSY270 Design and Analysis I

Fall Semester

This course is designed to provide the psychology major with an integrated introduction to the scientific method as practiced in psychology. Topics covered will include: statistical analysis of data, experimental design, data collection and the APA style for research report writing. A variety of statistical methods will be presented. Students will conduct and analyze research in a variety of areas within psychology. A one-hour laboratory period is required. Prerequisite: PSY100 OR PSY150.

4 credit hours.

PSY271 Design and Analysis II

Spring Semester

This course is a continuation of PSY270. The course will focus on the experimental method and relevant statistical analysis. One one-hour laboratory period is required. Prerequisite: PSY270 or permission of instructor.

4 credit hours.

PSY307 Cognitive Psychology

Spring Semester

This course studies, in detail those mental processes and structures that compose the human cognitive system. The course will view cognitive psychology as the coordinated operation of mental processes within a multicomponent memory system. Topics include: memory processes and theories, conscious processing, knowledge representation and storage and retrieval of memory. Recent research findings and issues related to human memory are stressed. The class includes a laboratory component. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY309 Theories of Learning

Fall Semester

This course takes a theoretical approach to learning employing viewpoints from traditional learning theory. Classical questions in the field of human learning are explored. The class includes a laboratory component. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY320 Developmental Psychology

Fall–Spring Semesters

This course follows the developing child from conception until adolescence. The course content includes the biological foundations of development, physical, motor, language, cognitive and social development. Theory and application are integrated. Individualized student projects are a component. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY325 Adult Development

Spring Semester

This course studies age-related physical, psychomotor, and cognitive changes in maturity and aging from a life-span perspective. Recent research findings and issues related to the study of adult development are stressed. Theory and lecture may be complemented by individual student project. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY327 Psychology of Exceptional Children

Fall–Spring Semesters

A survey course of the major areas of exceptionality, dealing with the etiology, diagnosis, and behavioral implications of intellectual, physical, sensory and social-emotional developmental disabilities, particularly as they pertain to the learning process in education. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY341 Abnormal Psychology

Fall–Spring Semesters

The etiology, diagnosis, treatment and social significance of various forms of psychopathologies. The DSM-IV classifications system is employed. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY343 Social Psychology

Spring Semester

Understanding of the effects of the social environment and the

Course Descriptions

influence of others on individual behavior. Prerequisites: PSY100 or PSY150 and SOC100.

3 credit hours.

PSY345 Personality

Fall Semester

A critical survey of the theories of personality including their origin, relevant research and application to understanding human behavior. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY351 Biological Bases of Behavior

Fall Semester

The study of psychology from a biological perspective. Emphasis is placed on the structure and function of the human nervous system, neurochemical processes and the physiological basis of sleep, motivation, emotion, learning, memory and psychopathology. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY354 Sensation and Perception

Spring Semester

The study of human sensory and perceptual processes. Emphasis is placed on the basic physiological mediation of human sensations and on the different research strategies used in understanding human perception. Viewpoints will include the psychophysical, Gestalt and cognitive approaches. Prerequisite: PSY100 or PSY150. PSY351 is recommended.

3 credit hours.

PSY360 Psychology of Learning

Utilization of learning principles and theories in the production of learned behavior. Emphasizes contemporary approaches to description and explanation of learning phenomenon. Lecturers, readings and classroom experiments. Designed for those pursuing careers in education. Prerequisite: PSY100 OR PSY150.

3 credit hours.

PSY363 Industrial and Organizational Psychology

Fall Semester

An introduction to the scope and problems of Industrial and Organizational Psychology. Emphasis is placed on personnel selection, human factors, group dynamics, system design, training leadership, performance evaluation and consumer psychology. Prerequisites: PSY100 or PSY150; PSY270; PSY271; PSY343; or permission of the instructor.

3 credit hours.

PSY365 Psychological Testing and Assessment

Spring Semester

Introduction to the basic principles of measurement and a survey of psychological testing and assessment. Topics include validity, reliability, norm-referencing, criterion referencing, and interpretation of results; Ethical and social issues in testing will be stressed; theories of intelligence and their relation to intelligence testing; in addition, personality and ability assessment will be discussed. Prerequisite: PSY100 or PSY150.

3 credit hours.

PSY390-PSY399 Special Topics in Psychology

Fall-Spring Semesters

This course is designed to enable students, particularly psychology majors, to focus on special topics or issues in the field of psychology. Topics in these courses will vary permitting students and faculty to focus upon areas of special interest or upon unique areas in the field. Prerequisite: PSY100 or PSY150; additional prerequisites may vary according to the topic.

3 credit hours.

PSY421 Internship in Psychology

Fall-Spring Semesters

A program that provides on-the-job experiences in the application of Psychology. The student spends a minimum of 120 hours per semester with a selected agency in the performance of meaningful tasks within the agency. In addition, a one-hour per week class provides for integration of the student's academic and agency work. The internship provides an opportunity to explore job possibilities as well as making academic work more meaningful through application of theoretical principles. Prerequisites: An application is required six months prior to the placement; Approval of the Instructor; GPA of 2.0 or greater and 60 credit hours.

3 credit hours.

PSY422 Internship in Psychology

Fall-Spring Semesters

An opportunity for an additional internship experience. The requirements are those stated in PSY421. Prerequisite: PSY421; Application six months prior to the placement; permission of the instructor; GPA of 2.0 or greater and 60 credit hours.

PSY431 Senior Teaching Practicum

Fall-Spring Semesters

An opportunity for the advanced psychology student to assist a member of the psychology faculty in a laboratory course. Prerequisites: PSY100 or PSY150; PSY270; PSY271; 12 additional hours in psychology; senior standing; GPA 3.0 or above.

1 credit hour.

PSY432 Senior Teaching Practicum

Fall-Spring Semesters

An additional opportunity for the advanced student to assist a member of the psychology faculty in a laboratory course. Prerequisites: PSY432; GPA 3.0 or above.

1 credit hour.

PSY441 Counseling Theories in Psychology

Spring Semester

An overview of the major theoretical perspectives which provide the foundations for the contemporary practice of counseling. Each theoretical perspective will be explored in terms of key concepts, historical development, strategies and techniques, current status and effectiveness. Prerequisite: PSY100 or PSY150; PSY341.

3 credit hours.

PSY472 History and Systems of Psychology

Fall-Spring Semesters

Analysis of the historical background and present systems in

Course Descriptions

the field of psychology. Emphasis is placed on integrating course work into a historical perspective. Prerequisites: PSY100 or PSY150 and senior standing in psychology.

3 credit hours.

PSY490 Senior Seminar in Psychology

Fall-Spring Semesters

The capstone course in psychology designed to provide the graduating senior with an integrating experience. Emphasis is placed on critical thinking, evaluation and research. Prerequisite: PSY100 or PSY150; PSY472; 12 additional hours in psychology.

3 credit hours.

PSY498 Independent Study in Psychology

Fall-Spring Semesters

The course affords the junior or senior psychology study the opportunity to investigate a research question. An APA-style paper suitable for presentation and/or publication is the objective of the course. The course must be arranged with a full-time faculty member. Prerequisites: PSY100 or PSY150; 12 additional hours in Psychology.

1-3 credit hours.

PSY499 Independent Study in Psychology

Fall-Spring Semesters

The course affords the junior or senior psychology student a second opportunity for in-depth research of a topic in psychology. The course must be arranged with a full-time faculty member. Prerequisite: PSY498.

1-3 credit hours.

Quantitative Business

QBA260 Business Statistics

Fall-Spring Semesters

An introductory course in statistics. Coverage includes probability and probability distributions, descriptive statistics, and interval estimation of means and proportions. Prerequisite: MAT105 or equivalent.

3 class periods.

3 credit hours.

QBA310 Quantitative Analysis for Business Decisions

Fall-Spring Semesters

Application of management science mathematical modeling techniques to retain problems. Survey includes models of decision making under uncertainty, linear programming, inventory control and network analysis. Computer applications are included. Prerequisite: MAT120 and QBA260 or equivalents.

3 credit hours.

QBA320 Statistical Analysis for Business Decisions

Fall-Spring Semesters

An extension of QBA260 which emphasizes the application of statistical techniques to management decision problems. Coverage includes analysis of multivariate variance regression, time-series analysis and selected non-parametric methods. Prerequisite: MAT120 and QBA260 or equivalent.

3 credit hours.

Recreation and Leisure Administration

REC101 Recreation and Leisure in Modern Society

Fall-Spring Semesters

Surveys the present nature, scope, and significance of recreation and leisure for all citizens including specialized groups. Emphasis will be on the opportunities, responsibilities, and requirements of professional recreational work. Required for majors.

3 credit hours.

REC103 Leadership in Recreation and Leisure Activities

Fall-Spring Semesters

Investigates the special problems facing recreation professionals in various types of group settings. Consideration will be given to developing, supervising and coordinating recreational programs. Required for majors.

3 credit hours.

REC221 Recreation Practicum

Fall-Spring Semesters

Provides early field experience by placement in a recreational setting where the student will work 120 hours under careful supervision. Seminar sessions will be conducted to share problems and experiences. Required, by advisement, for majors.

3 credit hours.

REC301 Group Dynamics and Leadership

Fall Semester

An in-depth study of the reactions and relationships between members of groups, supervision of staff and volunteers, and techniques for guiding the interaction toward defined goals. Required for Community Recreation emphasis.

3 credit hours.

REC310 Outdoor Recreation

Spring Semester

Survey trends and issues in outdoor recreation, parks and conservation, including agency resources, legislation, and research. Includes outdoor recreation programs, and research. Includes outdoor recreation programs, resource management, and outdoor skills. Recreation elective.

3 credit hours.

REC311 Introduction to Therapeutic Recreation

Fall-Spring Semesters

Introduction to principles and techniques used in serving special groups with physical, emotional or social disability. Required for majors.

3 credit hours.

REC331 Leadership in Therapeutic Recreation

Spring Semester

Gives training in group leadership and organization and practical application of those techniques. Required for Therapeutic Recreation emphasis.

1 three-hour class/laboratory period.

3 credit hours.

Course Descriptions

REC333 Organizing Community Recreation **Spring Semester**

Considers the nature of urban recreation and the people it serves; studies means for mobilizing a community for recreation, and the approaches for planning, organizing and conducting programs. Required for Community Recreation emphasis.

3 credit hours.

REC343 Organizing Therapeutic Recreation **Fall Semester**

Concerned with the practice of therapeutic recreation and the specialized groups it serves; considers means of organizing a community or institution for providing recreation to meet unique requirements. Surveys approaches for planning, organizing and conducting specially tailored programs. Required for Therapeutic Recreation emphasis.

3 credit hours.

REC392 Selected Topics in Recreation **Spring Semester**

Exploration of issues, trends, and philosophies of recreation including, but not limited to, commercial recreation, and travel and tourism. Required for Community Recreation emphasis.

3 credit hours.

REC400 Leisure and Aging

Exploration of the significance of recreation throughout the life cycle relative to the individual's attitudes, values, behaviors, and use of resources. Emphasis on leisure life styles of the elderly. Prerequisite: REC311.

3 credit hours.

REC401 Management of Recreation Park Facilities **Fall Semester**

Information on management procedures for recreation facilities; planning and design, fiscal and capital development, maintenance, safety, accessibility, and vandalism control. Recreation elective. Prerequisite: REC333.

3 credit hours.

REC421, REC422, REC423, REC424

Internships – Field Work in Recreation and Leisure **Fall–Spring–Summer Semesters**

A program to provide on-the-job experiences in application of principles and techniques in either Community Recreation or Therapeutic Recreation. This provides the student with the opportunity to develop the art and skill of dealing with people in a professional capacity while under close supervision of an experienced supervisor and a faculty member. Required of all majors of second semester junior or first semester senior standing.

135 or more work experience hours per 3 credit hours up to a total of 9 credit hours required; an additional 3 credit hours is available as a recreation elective.

REC450 Recreation Administration **Fall–Spring Semesters**

This course will study the organizational patterns and administrative problems involved in operating various leisure service agencies: forms of organization, planning, budget, personnel,

liability, public relations and evaluation. Required for all majors of senior standing.

3 credit hours.

REC491 Seminar in Recreation and Leisure **Fall–Spring Semesters**

A study of the implications of leisure and recreation as they relate to organization of recreation services. Visits to a variety of recreation agencies will be emphasized. Required of all majors of senior standing.

3 credit hours.

REC498, REC499 Independent Study

Independent investigations of current problems facing the recreation field. These may include philosophical basis, delivery of services, professional problems, needed research, and certification or licensing. Recreation elective.

1–3 credit hours each semester.

Respiratory Therapy

RT100 Basic Science for Respiratory Therapy

A survey of basic principles as applied to the practice of respiratory therapy. Included are respiratory terminology, scientific measure, fluid physics, gas physics, basic electricity, chemical and physical properties of matter, basic genetics, basic microbiology, respiratory therapy equipment cleaning and sterilization. Pre- or Corequisite: MAT105, BS111.

3 credit hours.

RT105 Medical Terminology for Health Professions

An introduction to medical terminology including prefixes, suffixes, roots, and abbreviations. Also included are use of medical dictionaries and the format of the patient chart.

1 credit hour.

RT110 Oxygen Therapy and Cardiopulmonary Resuscitation

An overview of the history of respiratory therapy and the professional organizations related to respiratory therapy. A comprehensive study of oxygen delivery devices, oxygen analysis, cardiopulmonary resuscitation, and artificial airways. This course includes certification in Basic Cardiac Life support by the American Heart Association. Prerequisite: RT100. Corequisite: RT115, RT120, RT130.

RT115 Bronchopulmonary Hygiene

An overview of respiratory anatomy, physiology, and pathophysiology. A comprehensive study of aerosol and humidity therapy, pharmacology of aerosol and humidity therapy, pharmacology of aerosolized medications, chest physical therapy, intermittent positive pressure breathing, and rehabilitation and home care of the respiratory patient. Also included is an introduction to physical examination of the chest and chest x-ray interpretation. Prerequisite: RT100. Corequisite: RT110, RT120, RT130.

3 credit hours.

RT120 Mechanical Ventilation

A comprehensive study of the physiology of positive pressure breathing, the design and function of continuous mechanical

Course Descriptions

ventilators, techniques of continuous ventilation, and monitoring of the patient receiving continuous ventilation. Prerequisites: RT100, MAT105, RT110, RT115, RT130.

4 credit hours.

RT125 Pulmonary Function Testing and Interpretation

A study of pulmonary diagnostic procedures including spirometry, lung volumes, diffusing capacity, response to bronchodilator and bronchial challenge. Also included is an introduction to exercise testing, fiberoptic bronchoscopy, and sleep studies. Prerequisites: RT100, RT105, RT110, RT115; RT120, RT130.

2 credit hours.

RT130 Pulmonary Diseases

A comprehensive study of diseases of the respiratory system, and the pharmacologic treatment of pulmonary diseases.

3 credit hours.

RT135 Pediatric Respiratory Therapy

An introduction to fetal development, evaluation of the newborn, and cardiopulmonary diseases of infants and children. A comprehensive study of airway management, bronchopulmonary hygiene, continuous positive airway pressure, and mechanical ventilation of the pediatric patient. Prerequisites: RT100, RT105, RT110, RT120, RT130.

2 credit hours.

RT150 Clinical Practice I

An orientation to the hospital and departments related to respiratory therapy. An introduction to respiratory therapy clinical practice (may include evening rotations). Clinical competence in bland aerosol, chest physiotherapy, aerosol therapy with medications, incentive spirometry, oxygen therapy. Corequisites: RT110, RT115, RT130.

1 credit hour.

RT160 Clinical Practice II

Clinical practice in respiratory therapy including rotations through general therapy procedures, critical respiratory care, and pulmonary function testing (may include evening rotations). Clinical competence in IPPB, induced sputum, air compressors, ultrasonic nebulizers, oxygen analysis, cuff pressure measurements, Leukens Trap, oxygen titration, isolation procedures, secure endotracheal tube, suction through airway. Prerequisite: RT150. Corequisite: RT120, RT125.

2 credit hours.

RT210 Evaluation of the Patient with Pulmonary Disease

A comprehensive study of pulmonary evaluation techniques including pulmonary history, chest physical diagnosis, pulmonary history, chest physical diagnosis, pulmonary function interpretation, arterial blood gas interpretation, and chest x-ray interpretation. Special emphasis on patient response to respiratory therapy with particular attention to goals of therapy, delivery of therapy, and evaluation of response to therapy. Prerequisite: Completion of freshman year RT program or permission of instructor.

2 credit hours.

RT250 Clinical Practice III

Clinical practice in respiratory therapy including rotations through general therapy procedures (including limited evening, weekend, and night rotations), critical respiratory care, pulmonary function testing, secondary clinical affiliates, clinical laboratory and anesthesia. Clinical competence in cardiopulmonary resuscitation, initiation of therapy, tracheal intubation, arterial blood gas puncture and analysis, ventilator monitoring, ventilator circuit change, bedside parameters for weaning, extubation, oxygen tents, post-op respiratory care, nasotracheal suction, infant CPAP, infant ventilator set-ups, adult ventilator set-ups, IMV, PEEP/CPAP, transport, pulmonary function testing, respiratory equipment, cleaning and maintenance. Prerequisite: RT120, RT125, RT135, RT160.

4 credit hours.

RT255 Clinical Practice IV

Clinical practice in respiratory therapy including rotations through general therapy procedures (may include evening rotations), critical respiratory care, and pulmonary function testing. In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Clinical competency in cardiopulmonary resuscitation, arterial blood gas puncture and analysis, ventilator monitoring, ventilator circuit change, oxygen tents, spirometry. Prerequisite: RT120, RT125, RT160. Corequisite: RT210.

1 credit hour.

RT260 Clinical Practice V

Clinical practice in respiratory therapy including rotations through general therapy procedures, clinical respiratory care, and pulmonary function testing (may include evening rotations). In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Clinical competence in initiation of therapy, bedside spirometry, nasotracheal suction, IMV, weaning from mechanical ventilation. Prerequisite: RT255.

1 credit hour.

RT270 Clinical Practice VI

Clinical practice in respiratory therapy including rotations through general therapy procedures (may include evening rotations), critical respiratory care, and pulmonary function testing. In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Clinical competence in initiation of therapy, lung volumes determination, PEEP/CPAP, extubation, post-op respiratory care. Prerequisites: RT320, RT260.

1 credit hour.

RT280 Clinical Practice VII

Clinical practice in respiratory therapy including rotations through general therapy procedures (including limited evening, weekend, and night rotations), critical respiratory care, pulmonary function testing, secondary clinical affiliates, clinical laboratory, anesthesia, and respiratory therapy management and education. Clinical competence in adult ventilator set-up, infant ventilator set-up, patient transport with mechanical ventilation, exercise testing, methacholine challenge testing, lung diffusion testing, respiratory equipment cleaning and maintenance.

Course Descriptions

nance. In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Prerequisites: RT330, RT135, HR312, RT270. Prerequisite or Corequisite: RT240.

3 credit hours.

RT320 Pulmonary Physiology

A comprehensive study of pulmonary physiology with special emphasis on clinical application of physiologic principles. Also included are the influences of pulmonary and renal physiology on acids base balance, and neurologic aspect of respiratory care. Prerequisites: BS212, BS213, completion of 100 level respiratory therapy courses, or permission of instructor.

3 credit hours.

RT330 Cardiac Physiology

A review of cardiac physiology and cardiac disease and a comprehensive study of the EKG and pharmacologic treatment of cardiac disease. Special emphasis will be placed on the interrelationship of cardiac and pulmonary disease. Prerequisites: BS212, BS213, completion of 100 level respiratory therapy courses, or permission of instructor.

2 credit hours.

RT350 Clinical Practice VIII

This is a clinical practice course in respiratory therapy including rotations through general therapy procedures and critical respiratory care. Special emphasis is placed on neonatal care and hemodynamic monitoring with clinical competence evaluation in neonatal respiratory care and hemodynamic monitoring techniques. Prerequisites: RT320, RT330, or permission of instructor.

1 credit hour.

RT410 Independent Study in Respiratory Therapy

This course is designed to allow the student an opportunity to participate in a research project or clinical affiliation of his/her choice. This project is conducted under the direction of a faculty member. Prerequisite: Completion of the junior year of the respiratory therapy program or permission of instructor.

1 credit hour.

RT415 Clinical Practice IX

This is a clinical practice course in respiratory therapy including rotations through general therapy procedures, critical respiratory care, and pulmonary function testing. In addition to required clinical rotations, the student will be allowed the opportunity to select clinical rotations of individual interest. Prerequisites: RT350 or permission of instructor.

1 credit hour.

RT420 Clinical Practice X

A continuation of RT415. Prerequisites: RT415 or permission of instructor.

1 credit hour.

RT450 Respiratory Therapy Seminar

This course is designed to integrate all aspects of the student's respiratory therapy experience. Selected topics are discussed as they relate to respiratory therapy practice. Students present patient case studies, review current journal articles, and present

a research paper. Prerequisites: completion of the junior year of respiratory therapy or permission of the instructor.

2 credit hours.

Secretarial

See Business Education/Office Administration course descriptions.

Sociology

SOC100 Introduction to Sociology

Fall-Spring Semesters*

Designed to enable the student to obtain a better understanding of group relations. Consideration is given to the influence of heredity and environment upon individual and group behavior, the examination of institutions, race relations in the United States, and community services. Required of Sociology majors.

3 credit hours.

**SOC100 Introduction to Sociology is a prerequisite for all sociology courses.*

SOC210 Drug/Alcohol Addiction

Fall Semester

This course is an introduction to the study of drug and alcohol addiction. It is taught from a behavioral sciences perspective, using an holistic approach. By examining some of the many different theories of addiction, the class tries to understand the causes of addiction, and the current treatment and prevention strategies.

3 credit hours.

SOC215 Law and Society

Spring Semester

An analysis of the interrelationship between the legal and social order through the utilization of sociological perspectives including functional, conflict, and consensus theory.

3 credit hours.

SOC220 American Social Problems

Fall-Spring Semesters

A study of the contemporary social problems related to economy, family, education, government, and poverty with emphasis on relevant data and theories for assessing causes and remedies.

3 credit hours.

SOC225 The Family

Spring Semester

The origin and history of the family; economic, political, and social movements which have affected family life, consideration of contemporary theories, family adjustment, and organization; consideration of practical approach to preparation for marriage, and adjustments.

3 credit hours.

SOC230 Development of Sociological Theory

Fall Semester

An analysis of the historical development of social thought and theory from Comte to Simmel.

3 credit hours.

Course Descriptions

SOC235 Contemporary Sociological Theory

Spring Semester

A study of the recent developments and main currents in contemporary sociological thought, starting with functionalism. The principal sociological theorists and their contributions will be analyzed.

3 credit hours.

SOC310 Sociology of Organizations

Fall (even numbered years)

An analysis of organizations as social systems. The structure of organizations, their patterns, and the impact of society on organizations will be examined.

3 credit hours.

SOC315 Ethnic and Minority Relations

Fall Semester

Analysis of the bases of conflicts, accommodation and assimilation of various ethnic, religious and racial minorities in the United States.

3 credit hours.

SOC320 Criminology

Fall-Spring Semesters

An analysis of criminal behavior, criminal law, penal systems, program of crime control and the operation probation and parole.

3 credit hours.

SOC330 Sociology of Religion

Spring (even numbered years)

A survey of religious systems and their interrelation with society and its institutions, with emphasis on the social consequences and determinants of religious behavior. Religious movements as well as institutionalized religion will be examined.

3 credit hours.

SOC335 Research Methodology

Fall-Spring Semesters

The nature of the scientific method and basic research techniques as applied to collection, analysis, and interpretation of data. Prerequisite: BEH260.

3 credit hours.

SOC345 Human Service Techniques

Fall-Spring Semesters

An analysis and application of skills in client-worker relationships, information gathering, interactional skills, and the referral process.

3 credit hours.

SOC340 Urban Sociology

Spring (odd numbered years)

A study of the historical development of modern cities and their impact upon society and individuals with emphasis on problems connected with urban living.

3 credit hours.

SOC410 Population Trends

Fall (odd numbered years)

A study of population dynamics and their effects on society. Emphasis will be placed on the United States. The topics will be especially relevant to behavioral science, political science, and business majors.

3 credit hours.

Speech

See communication course descriptions.

Theatre

See English course descriptions.



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Professor, English, Emerita (1980)
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Professor, Business Administration, Emeritus (1984)
B.A., M.B.A.
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Professor, History, Emeritus (1989)
B.A., M.A., Ph.D.
- Jack C. Jaquet
Professor, Health and Physical Education, Emeritus (1990)
B.A., M.S.
- Van R. Baker
Professor, English, Emeritus (1991)
B.S., M.A., Ph.D.
- Dean S. Barnard
Professor, English, Emeritus (1991)
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Professor, Geography, Emeritus (1993)
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M.S., St. John's University
- Joseph Campanella (1989)
Lecturer in Education
B.S., Lebanon Valley College
M.Ed., The Pennsylvania State University
- Patricia L. Carey (1987)
Lecturer in English
B.S., Millersville State College
M.A., Montclair State University
- Nortrud Chung (1989)
Lecturer in History
B.A., M.A., University of Washington
- Gary A. Clarke (1995)
Lecturer in Biology
B.S., Indiana University of Pennsylvania
Ph.D., Saint Bonaventure University
- Richard L. Cleary
Lecturer in Philosophy
B.S., M.S., Millersville State College
M.A., West Chester State College
- Suzanne Watkins Collins (1993)
Lecturer in Speech Communication
B.A., Old Dominion University
A.A., Galludet University
- John H. Conaway (1992)
Lecturer in Physics
B.S.M.E., Johns Hopkins
P.E., State of Pennsylvania
- Andrea S. Davis (1992)
Lecturer in Business Law
B.A., York College of Pennsylvania
M.A., Pennsylvania State University
- Brett D. Davis (1992)
Lecturer in Business Law
B.A., Pennsylvania State University
J.D., Dickinson School of Law
- Robert Morris Davis (1993)
York College/York Hospital
Research, Instructor, Biology
B.S., Dickinson College
Ph.D., Thomas Jefferson Medical College
- Edward A. Debes II (1994)
Lecturer in Radio/TV
A.S., B.A., York College of Pennsylvania
M.A., The Pennsylvania State University
- Arlene Dech (1980)
Lecturer in Education
B.S., East Stroudsburg University
- Ann S. Deveney (1989)
Lecturer in English
B.A., Bucknell University
M.Ed., Johns Hopkins University
- P. William Diener (1983)
Lecturer in Computer Information Systems
B.S., The Pennsylvania State University
- Lawrence E. Devine (1994)
Lecturer in Education
B.S., Kutztown State Teachers College
M.Ed., Temple University
- Teresa Diggs (1993)
Lecturer in Education
B.S., Hampton University
M.Ed., Millersville University
Ph.D., Morgan State University
- Paul DiPangrazio (1993)
Lecturer in Education
B.A., Lebanon Valley College
M.Ed., Temple University
- Arthur J. Donaldson (1983)
Lecturer in History
B.A., Wesleyan University
M.Ed., Temple University
- Richard Donnelly (1988)
Lecturer in History and Education
B.A., Hartwick College
B.D., Harvard Divinity School
M.A., Syracuse University
M.Div., Episcopal Theological School
- Lloyd Douglas (1989)
Lecturer in Education
B.A., York College of Pennsylvania
M.S., Shippensburg University
- Laure Drogoul (1982)
Lecturer in Art
B.A., Tyler School of Art, Temple University
M.A., Rinehart School of Sculpture, Maryland Institute
College of Art

Rosters

Irma Drumm (1991)
Lecturer in Education
B.A., Pennsylvania State University
M.Ed., Ph.D., Temple University

Jerome M. Dyer (1974)
Lecturer in English
B.S., Loyola University

Ralph Eisenhart (1990)
Lecturer in Education and Earth and Space Science
B.S., Pennsylvania State University
M.L.A., Western Maryland College

David Ellenberg (1980)
Lecturer in Recreation
B.S., Salem College

Paul Englert (1989)
Lecturer in Education
B.S., M.Ed., Edinboro State University

Donna E. Eskridge (1989)
Lecturer in Language
B.A., College of Notre Dame of Maryland
M.A., Towson State University

Neil Everhart (1992)
Lecturer in Education
B.S., Millersville University
M.Ed., Temple University

Judith Feather-Williams
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B.F.A., Philadelphia College of Art
M.F.A., Maryland Institute College of Art

Wendy M. Fenwick (1992)
Lecturer in Mathematics
B.S., Sec. Math Ed., Millersville University
M.S., University of Vermont

David M. Ferrin (1995)
Lecturer in Health Record Administration
B.S., University of Utah
M.S., Brigham Young University

Robin Fickes (1990)
Lecturer in Education
B.S., York College of Pennsylvania

Jaron Flickinger (1987)
Lecturer in Computer Information Systems
B.S., Kutztown State College
M.S., Shippensburg University

Matthew Fogleman (1988)
Applied Music
B.A., Temple University

William C. Forrey (1982)
Lecturer in Recreation
B.S., Pennsylvania State University
M.R.P., Pennsylvania State University

Phyllis Disher-Fredericks (1988)
Lecturer in Art
B.A., Newark School of Fine and Industrial Arts

Palmer Frey (1992)
Lecturer in Education
B.S., Millersville University
M.Ed., Temple University

Ronald Fruth (1990)
Lecturer in Accounting
B.S., Geneva College
C.P.A.

John L. Frye (1994)
Lecturer in Behavioral Sciences
B.A., M.A.T., Duke University
Ph.D., University of Maryland

Max R. Frye (1993)
Lecturer in Mathematics
B.S., Millersville University
Ed.M., Harvard University

Robert C. Frymoyer (1990)
Lecturer in Political Science
B.A., M.A. equiv., The Pennsylvania State University

Cathy M. Gabriel (1991)
Lecturer in Psychology
B.A., Lebanon Valley College
M.S., Millersville University

Donna Gamber (1990)
Lecturer in Education
B.S., Millersville University
M.Ed., Western Maryland College

Agostino Gargotta (1993)
Lecturer in Language
B.A., The Pennsylvania State University
B.A., Millersville University

Rita Gargotta (1988)
Lecturer in Language
B.S., M.A., West Chester State College

Denise T. Garner (1992)
Lecturer in Nursing
B.S., Michigan State University
M.S., University of Kentucky

Patricia S. Gerstmyer (1984)
Lecturer in Mathematics
B.A., M.Ed., Western Maryland College

Thomas Gibson (1982)
Lecturer in Radio/TV

Jeriesha Gilbert (1991)
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B.S., Bloomsburg University
M.Ed., George Washington University

Paula Gilbert (1992)
Lecturer in Education
A.M.L.S., University of Michigan

Gerald I. Gingrich (1988)
Lecturer in Psychology
B.A., Wheaton College
M.A., Gordon Divinity School
Th.M., Th.D., Northern Baptist Theological Seminary

James M. Gingrich (1989)
Lecturer in Language
B.A., Eastern Mennonite College

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Lecturer in Education
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Rosters

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Applied Music
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M.Ed., Johns Hopkins University
M.A., Ph.D., American University

Robert H. Green (1980)
Lecturer in Psychology
B.S., York College of Pennsylvania
M.S., Millersville State College

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B.A., Instituto Privado del Profesorado
M.Ed., Millersville University

Stephen Griggs (1987)
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B.A., M.A., Beloit College

Robert Grove (1992)
Lecturer in Education
B.A., Rider College
M.A., Shippensburg University

Rober Hafer (1984)
Lecturer in Computer Information Systems
B.S., Grove City College

Richard Hall (1993)
Lecturer in Education
B.S., West Chester University
M.A., Western Maryland College

Gerald E. Hartdagen (1994)
Lecturer in History
B.A., University of Maryland
M.A., Ph.D., Northwestern University

Susan S. Hartenstein (1990)
Lecturer in English
B.A., Gettysburg College
M.A., Johns Hopkins University

James Hartnett (1983)
Lecturer in History
B.S., Rockhurst College
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Sharon Harvey (1985)
Lecturer in Education
B.S., Juniata College

Kathleen A. Hay (1993)
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Lecturer in Language
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Robin C. Heisey (1984)
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David Hershey (1978)
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M.M., Western Kentucky University

Ralph W. Hess (1990)
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B.S., Millersville University
M.S., San Diego State University

Ivan G. Hileman (1988)
Lecturer in Recreation
B.A., Elizabethtown College
M.S., James Madison University

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B.A., M.S., Radford University

Sherry Hoover (1990)
Lecturer in Art
B.A., University of Maryland

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B.A., Millersville University
M.F.A., Maryland Institute, College of Art

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Lecturer in Mathematics
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Richard Hupper (1993)
Lecturer in Education
B.S., Pennsylvania State University
M.Ed., D.Ed., University of Northern Colorado

James E. Jackson (1992)
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B.A., Pennsylvania State University
M.S., Shippensburg University

JoAnn Jackson (1985)
Lecturer in English
A.B., M.S., Indiana University

Judith A. James (1995)
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Marion C. Janis (1995)
Lecturer in Psychology
B.A., University of South Florida
M.S., Shippensburg University

Ronald J. Jenkins (1992)
Lecturer in Geography
B.S., University of Wisconsin
M.S., Ph.D., The Pennsylvania State University

Cynthia R. Johnson (1993)
Lecturer in Management
B.S., York College of Pennsylvania

George Jones (1990)
Lecturer in Education
B.A., Grove City University
M.A., Temple University

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Lecturer in Speech Communication
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Rosters

- J. Robert Katherman (1975)
Lecturer in Business Law
B.A., York College of Pennsylvania
J.D., University of Baltimore
- Richard F. Kauffman (1974)
Lecturer in Philosophy
B.A., Franklin & Marshall College
M.Div., Lutheran Theological Seminary, Gettysburg
M.S., Ed., Temple University
- June M. Keeney (1976)
Lecturer in Education
B.S., Millersville State College
M.Ed., The Pennsylvania State University
Ed.D., University of Maryland
- Barry C. Kent (1993)
Lecturer in Anthropology
B.A., University of Pittsburgh
M.A., University of Michigan
Ph.D., The Pennsylvania State University
- Seonja Kim (1994)
Lecturer in Mathematics
B.S., M.S., Ph.D., Inha University
- Cheryl Kissling (1990)
Lecturer in Marketing
B.A., Albright College
- Kenneth Klawitter (1989)
Lecturer in Education
B.S., Pennsylvania State University
M.S., Western Maryland College
Ed.D., University of Maryland
- Valeri Kostylev (1992)
Lecturer in History/Language
M.S., Moscow State University
- Carol L. Kotzman (1992)
Lecturer in Mathematics
B.S., York College of Pennsylvania
M.S., Millersville University
- William Kralowetz (1993)
Lecturer in Education
B.S., Millersville University
M.Ed., Western Maryland College
- Jack C. Krone (1992)
Lecturer in Music
B.S., West Chester University
M.Ed., Pennsylvania State University
- Michael M. Langley (1988)
Lecturer in Sociology/Criminal Justice
B.A., Mt. St. Mary's
M.P.S.S.C., Pennsylvania State University
- M. Rebecca Lankford (1994)
Lecturer in Physical Education
B.A., Messiah College
- Cecelia Levisky (1983)
Lecturer in Sociology
B.A., Grove City College
M.S., Cornell University
- Elise Lindenmuth (1983)
Lecturer in Psychology
B.S., Gettysburg College
M.Ed., Millersville
Ph.D., American University
- Frank Lindenmuth (1976)
Lecturer in Psychology
B.A., Elizabethtown College
M.S.W., Ph.D., University of Maryland
- Jane L. Linebaugh (1985)
Lecturer in Languages
B.A., The Pennsylvania State University
M.A., University of Pittsburgh
- Dorothy Livaditis (1978)
Lecturer in Business Law
B.A., Dickinson College
J.D., Temple School of Law
- Laura Logan (1990)
Lecturer in Mathematics
B.A., University of South Florida
- Marian Lorence (1993)
Lecturer in Art
B.S., M.P.A., Pennsylvania State University
- Ann F. Ludwick (1967)
Lecturer in Mathematics
B.A., Shepherd College
- Ralph D. Ludwick (1973)
Lecturer in Mathematics
B.A., Shepherd College
- Edward D. Magalski (1988)
Lecturer in Engineering
B.S., Rochester Institute of Technology
- John Mann (1991)
Lecturer in Education
B.S., Millersville University
M.Ed., Pennsylvania State University
- Michael J. March (1981)
Lecturer in Public Administration
B.A., Shippensburg University
M.A., University of Maryland
- Nancy Marter (1983)
Lecturer in English
B.A., M.A., The Pennsylvania State University
- Diane B. Martin (1995)
Lecturer in Psychology
B.A., The College of Notre Dame of Maryland
M.A., Towson State University
- Jane M. Martin
Lecturer in English
B.S., Towson State University
M.B.A., Loyola College of Maryland
- Linda R. Matesevac (1970)
Lecturer in Psychology
B.A., Elizabethtown College
M.A., Ohio State University
- Lucy M. Mauro (1991)
Lecturer in Music
B.S., M.M., Peabody Conservatory of the Johns Hopkins University

Rosters

Richard Mauro (1992)
Lecturer in Education
B.S., Indiana University of Pennsylvania
M.S., Johns Hopkins University

Kay Louise McGarry (1981)
Lecturer in Education
B.S., Shippensburg State College
M.S., Johns Hopkins University

Robert McGraw (1992)
Lecturer in Education
B.S., Indiana University of Pennsylvania
M.S., Ph.D., University of Pittsburgh

William McNelis (1992)
Lecturer in Education
B.S., Mansfield University
M.S., Bloomsburg University
Ed.D., University of Maryland

Michele A. Merkle (1987)
Lecturer in Psychology
B.A., M.S., Shippensburg University

Paul T. Mertel (1991)
Lecturer in Public Administration
B.S., Spring Hill College
M.H.A., Baylor University
M.P.A., University of Missouri

Jill Miller (1989)
Lecturer in English
B.A., Hollins College
M.A., State University of New York (Binghamton)

Masoud Mirtaheeri (1990)
Lecturer in Engineering
B.S., M.S., Ph.D., Virginia Tech

Kathryn L. Missilne (1985)
Lecturer in English
B.A., University of Connecticut

Beverly J. Mohatt (1971)
Applied Music
B.M.E., Morningside
M.M., Northwestern University

Ferdinand Molz (1981)
Lecturer in Economics
B.S., Rider College
M.A., University of Maryland
Ph.D., Catholic University

David Morath (1985)
Lecturer in Education
M.Ed., Temple University

Robert J. Moreland (1982)
Lecturer in Chemistry
B.S., Elizabethtown College
M.S., Shippensburg University

A.J. Moulfair (1983)
Lecturer in Speech Communication
A.B., Columbia University
M.F.A., Yale University

Stewart F. Moyer (1981)
Lecturer in Mathematics
B.S., Millersville State College
M.Ed., Shippensburg State College

Gerald E. Mummert
Lecturer in Music
B.S., Susquehanna University
M.M., Indiana University

Rodney Mundy (1985)
Lecturer in Philosophy
B.A., York College of Pennsylvania
M.Div., Lancaster Theological Seminary

Carolyn Myers (1992)
Lecturer in Education
B.A., West Chester University

Donald Myers (1990)
Lecturer in Education
B.A., Elizabethtown College
M.Ed., Western Maryland College
Ph.D., Temple University

Jean Ann Myers (1989)
Lecturer in Education
B.A., MacMurray College
M.Ed., The Pennsylvania State University

Jack Noll (1986)
Lecturer in Mathematics
B.S., Lock Haven University
M.S., Bucknell University

Mark M. Norris (1994)
Lecturer in History
B.A., Spring Arbor College
M.Sc., Edinburgh University of Scotland

Todd V. Oakley (1991)
Lecturer in English
B.A., York College of Pennsylvania
M.A., University of Maryland

Elizabeth O'Connor (1991)
Lecturer in Education
B.S., Kutztown University
M.Ed., Millersville University

Patricia B. Oden (1990)
Lecturer in Geography
B.S., University of Texas, Austin
M.A., Texas A&M University

William O'Donnell (1993)
Lecturer in Education
B.S., Bloomsburg University
M.Ed., M.Ad., Cheyney University

Philip J. Oles (1995)
Lecturer in Chemistry
B.A., University of Connecticut
Ph.D., University of Massachusetts

John C. Orwig (1978)
Lecturer in Mathematics
B.S., Juniata College

Barbara C. Page (1989)
Lecturer in Sociology
B.A., Hofstra University
M.A., Adelphi University

Ernest Patton (1977)
Lecturer in Criminal Justice
B.S., M.S., University of Pittsburgh

Rosters

Benson Paull (1980)
Lecturer in Philosophy
B.A., Gettysburg College
M.Div., Gettysburg Theological Seminary
M.Th., Princeton Theological Seminary

Michael J. Perelman (1995)
Lecturer in Criminal Justice
B.A., Iowa Wesleyan
M.S., Villanova University

John J. Peters (1985)
Lecturer in Languages
B.A., Duns Scotus College
M.Th., Holy Name College

Peter E. Piepmeier (1989)
Lecturer in Education
B.S., University of Delaware
M.Ed., Western Maryland College

Charlene L. Pinkowski (1994)
Lecturer in Chemistry
B.S., York College of Pennsylvania
B.S., Millersville University
Ph.D., The Pennsylvania State University

Suzanne Posey
Lecturer in Health Record Administration
B.S., York College of Pennsylvania

Debra Prescott (1981)
Lecturer in Physical Education
B.S., East Stroudsburg University

Nancy Rexrode
Lecturer in Nursing
B.S., The Pennsylvania State University
M.Ed., Tufts University

Mark Robertson (1988)
Lecturer in Production Management
B.S., Memphis State University
M.B.A., York College of Pennsylvania

Joseph Rojahn (1986)
Lecturer in Education
B.A., Lebanon Valley College
M.Ed., The Pennsylvania State University

Edward T. Roman (1984)
Lecturer in Health Record Administration
B.S., York College of Pennsylvania

Elwood W. Ruth (1992)
Lecturer in Languages
B.S., Kutztown University
M.A., Columbia University

Tanya J. Schreiber (1991)
Lecturer in Sociology
R.N., Temple University School of Nursing
B.S., York College of Pennsylvania
M.S., Villanova University

Susan Harwood Schreiner (1989)
Lecturer in Music
B.M., New England Conservatory of Music
M.M., University of Tennessee

Lisa A. Sechrist (1995)
Lecturer in Health Record Administration
B.S., The Pennsylvania State University
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Joyce M. Shelleman (1993)
Lecturer in Management
B.A., Millersville University
M.P.A., Pennsylvania State University
Ph.D., University of Pittsburgh

John Shelley (1979)
Lecturer in Mathematics
B.S., Franklin & Marshall College
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Barre Shepp (1986)
Lecturer in Management
B.A., Chapman College
B.A., Columbia College
M.A., Pepperdine University

Russell Sherman (1991)
Lecturer in Management
B.S., M.B.A., Virginia Polytechnic Institute and State University

Thomas P. Sherwood II (1991)
Lecturer in Education
B.S., Pennsylvania University
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Bernell Shoff
Lecturer in Engineering

Jennifer Semple Siegel (1992)
Lecturer in English
B.A., York College of Pennsylvania
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Ronald Simanovich (1979)
Lecturer in Physics
B.S., Millersville State College
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Jane E. Sinibaldi (1983)
Lecturer in Mathematics
B.S., M.Ed., Indiana University of Pennsylvania

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Lecturer in Psychology
B.A., M.Div., Mary Immaculate College
M.A., Niagara University
M.A., Hood College

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Clyde H. Spangler, Jr. (1981)
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Rosters

- Joel H. Springer (1993)
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- Bryan Stambaugh (1988)
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C.P.C.M.
- Callir Starner (1993)
Lecturer in Education
B.A., Gettysburg College
M.Ed., Temple University
- Duane Stauffer (1982)
Lecturer in Oceanography & Marine Biology
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- Leroy Sterner (1993)
Lecturer in Computer Information Systems
B.S., York College of Pennsylvania
- Carol Stowell (1991)
Lecturer in Recreation
B.S., York College of Pennsylvania
- Cheryl Sykes (1980)
Lecturer in English
B.A., Wilson College
- Phyllis Stump (1993)
Lecturer in Education
B.S., Millersville University
M.Ed., Shippensburg University
- Melissa Kraus Taylor (1993)
Lecturer in Speech Communication
B.A., York College of Pennsylvania
- Shirley Terry (1989)
Lecturer in Education
B.S., Mansfield University
M.Ed., Shippensburg University
- Barbara Thompson (1991)
Lecturer in Education
B.S., Edinboro University
M.Ed., University of Pittsburgh
- David Topper (1994)
Lecturer in Management
B.A., The Pennsylvania State University
M.A., Saint Francis College
- Barbara A. Tremiere (1975)
Lecturer in Sociology
B.A., Miami University
M.S.W., University of Pittsburgh
Ph.D., The Union Institute
- Donald L. Trimmer (1985)
Lecturer in English
B.A., Susquehanna University
M.A., Middlebury College
- Lynne C. Tully (1992)
Lecturer in Speech Communication
B.S., West Chester University
- Carroll Tyminski (1989)
Lecturer in Education
B.A., M.Ed., University of North Carolina
Ed.D., The Pennsylvania State University
- Jannis Van Arsdale (1991)
Lecturer in Nursing
B.S., York College of Pennsylvania
M.S.N., University of Pennsylvania
- Rodney S. Waltermeyer (1983)
Lecturer in Biology
B.S., Shippensburg State College
- George Ward (1983)
Lecturer in Music
B.S., West Chester State College
Ed.M., Temple University
- Michael P. Weagley (1983)
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B.S., M.Ed., Millersville University
- Erika K. Weaver (1990)
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- Annabelle S. Wenke (1993)
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- Frances Wessley (1985)
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- Donald A. Wiley (1990)
Lecturer in Geography
B.S., M.A., Towson State University
- Matthew E. Williams (1994)
Lecturer in Chemistry
B.S., The Pennsylvania State University
M.S., Shippensburg University
- Dorothy M. Winter (1991)
Lecturer in Language
B.S., Millersville University
M.S.Ed., Temple University
Ed.D., University of Pennsylvania
- Donna Wise (1987)
Lecturer in Education
B.S., Lock Haven University
M.Ed., Millersville University
- John P. Wolf, Jr. (1983)
Lecturer in Biology
B.S., Millersville State College
- Judith B. Wolfman (1994)
Lecturer in Education
B.S., The Pennsylvania State University
- Stephen D. Yohe (1973)
Lecturer in Speech
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Rosters

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YORK HOSPITAL RESEARCH FACULTY

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RESPIRATORY THERAPY CLINICAL ADJUNCT FACULTY

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Kristie Butler, AS, RRT
Sally Cavanaugh, Ph.D.
Ann Daugherty, BS, RRT
Gloria Easter, AS, RRT
Diane Fauth, AS, RRT
Steve Ferree, RRT
Dave Fillman, MS, RRT
Ruth Frick, AS, RRT
Deb Greenwalt, CRTT
Lisa Harkins, RRT
Cathy Hendrix, CRTT, RCPT, RPFT
Donlyn Hoffman, AS, RRT
Barb Hoffmaster, CRTT
Carl Hostetter, CRTT
Garry Kauffman, MPA, RRT
Richard Keepports, MD
Alan Mohlman, AS, RRT, RPFT
Richard Murry, MD
Vicki Olson, CRTT
Elaine Reed, AS, RRT
Mary Reiker, BS, RRT
George Robinson, MD
Jaime Saez, BS, RRT
Emma Shaffer, AS, RRT
Dave Stoup, AS, RRT
Marie Tangen, BS, RRT
Drew Walker, BS, RRT
Ann Wilson, AS, RRT
Susan Zimmerman, RRT

MEDICAL TECHNOLOGY CLINICAL ADJUNCT FACULTY

Lancaster General Hospital - Lancaster, Pa. School of Medical Technology

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M.D., University of Cincinnati College of Medicine

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M.S., Temple University
M.T., Lancaster General Hospital School of Medical
Technology
M.T., (ASCP); SI (ASCP)

Medical College Hospitals - Elkins Park, Pa. Clinical Laboratory Science Program

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Medical Director
B.S., University of Nebraska
M.S., American University
M.D., Georgetown University
J.D., Catholic University of America

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M.Ed., Beaver College
Ph.D., Pacific Western University

Polyclinic Medical Center - Harrisburg, Pa. School of Medical Technology

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YORK

C O L L E G E
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College Calendars

FALL SEMESTER 1995-96

September 3	(Sunday)	Exploriation Program for New Students begins
September 5	(Tuesday)	Late Scheduling
September 6	(Wednesday)	Classes Begin 8:00 a.m. Late Registration Fee Applies
September 13	(Wednesday)	Last day to enter, switch or add classes (Drop/Add) for the semester *
September 16-17	(Sat-Sun)	Family Weekend
September 19	(Tuesday)	Last day to elect Pass/Fail option in stated courses*
October 2	(Monday)	Last day to apply for Winter Graduation
October 14-20	(Sat-Fri)	Warning Grades issued to students*
October 20	(Friday)	Fall Break begins 5:00 p.m.
October 25	(Wednesday)	Classes Resume 8:00 a.m.
October 27	(Friday)	Last day to withdraw from classes (Drop) for the semester*
November 21	(Tuesday)	Thanksgiving Vacation begins 10:00 p.m.
November 27	(Monday)	Classes Resume 8:00 a.m.
December 11	(Monday)	Final Examinations for MONDAY EVENING classes
December 12	(Tuesday)	Last day of regular classes for the semester* Final Examinations for TUESDAY EVENING classes
December 13-16	(Wed-Sat)	Final Examinations
December 19	(Tuesday)	Winter Commencement 10:30 a.m.

SPRING SEMESTER 1995-96

January 16	(Tuesday)	Late Scheduling
January 17	(Wednesday)	Classes Begin 8:00 a.m.* Late Registration Fee Applies
January 24	(Wednesday)	Last day to enter, switch or add classes (Drop/Add) for the semester*
January 30	(Tuesday)	Last day to elect Pass/Fail option in stated courses*
February 15	(Thursday)	Last day to apply for Spring Graduation

February 24	(Saturday)	Winter Vacation begins 12:00 Noon
March 4	(Monday)	Classes Resume 8:00 a.m.
March 4-9	(Mon-Sat)	Warning Grades issued to students*
March 15	(Friday)	Last day to withdraw from classes (Drop) for the semester*
April 2	(Tuesday)	Spring Vacation begins 10:00 p.m.
April 9	(Tuesday)	Classes Resume 8:00 a.m.
April 18	(Thursday)	Recognition Dinner
May 3	(Friday)	Last day of regular classes for the semester*
May 4-9	(Sat-Thurs)	Final Examinations
May 11	(Saturday)	Spring Commencement 10:30 a.m.

**Dates for 1/2 credit physical education courses vary from those stated above. The specific dates may be obtained from the Registrar.*

SUMMER SESSIONS 1996

MINI-MESTER

Three-week Summer Session

May 8	(Wednesday)	Tuition Due
May 10	(Friday)	Mail Registration Deadline
May 14	(Tuesday)	College Housing Opens 1:00 p.m.
May 15	(Wednesday)	Late Registration at 8:00 a.m. Classes Begin 8:30 a.m.
May 16	(Thursday)	Deadline to enter, switch or add classes (Drop/Add) or declare Pass/Fail 12:00 noon
May 22	(Wednesday)	Last day to withdraw from courses (Drop) for Mini-mester
May 27	(Monday)	Memorial Day - No Classes
June 5	(Wednesday)	Classes End

SUMMER I

Five-week Summer Session

June 10 - July 11

May 31	(Friday)	Mail Registration Deadline
June 3	(Monday)	Tuition Due
June 5	(Wednesday)	Walk-in Registration 6:15 - 7:15 p.m.
June 9	(Sunday)	Housing Opens 1:00 p.m.

College Calendars

June 10	(Monday)	Late Registration 8:00 a.m. Classes Begin 8:30 a.m.
June 13	(Thursday)	Deadline to enter, switch or add classes (Drop/Add) or declare Pass/Fail 12:00 noon
June 24	(Monday)	Last day to withdraw from courses (Drop) for the Summer I session
July 4	(Thursday)	Holiday – No classes
July 11	(Thursday)	Classes End

SUMMER II

Five-week Summer Session
July 15 – August 15

July 5	(Friday)	Mail Registration Deadline
July 8	(Monday)	Tuition Due
July 10	(Wednesday)	Walk-in Registration 6:15 – 7:15 p.m.
July 14	(Sunday)	Housing Opens 1:00 p.m.
July 15	(Monday)	Late Registration 8:00 a.m. Classes Begin 8:30 a.m.
July 18	(Thursday)	Deadline to enter, switch or add classes (Drop/Add) or declare Pass/Fail 12:00 noon
July 29	(Monday)	Last day to withdraw from courses (Drop) for the Summer I session
August 15	(Thursday)	Classes End

HANOVER CENTER

(Classes held at Hanover High School)

Seven-week Summer Session
June 3 – July 18

May 22	(Wednesday)	Registration at Hanover High School 6:15 – 7:15 p.m.
June 3	(Monday)	Classes Begin 7:00 p.m.
July 18	(Thursday)	Classes End

MBA GRADUATE SUMMER PROGRAM

Dates for the MBA Program vary from those stated above.
The specific dates will be printed in the Summer 1996
Catalog or may be obtained from the Registrar's Office.

FALL SEMESTER 1996–97

September 1	(Sunday)	Exploriation Program for New Students begins
September 3	(Tuesday)	Late Scheduling
September 4	(Wednesday)	Classes Begin 8:00 a.m. Late Registration Fee Applies
September 11	(Wednesday)	Last day to enter, switch or add classes (Drop/Add) for the semester *

September 21–22	(Sat–Sun)	Family Weekend
September 17	(Tuesday)	Last day to elect Pass/Fail option in stated courses*
October 1	(Monday)	Last day to apply for Winter Graduation
October 12–18	(Sat–Fri)	Warning Grades issued to students*
October 18	(Friday)	Fall Break begins 5:00 p.m.
October 23	(Wednesday)	Classes Resume 8:00 a.m.
October 25	(Friday)	Last day to withdraw from classes (Drop) for the semester*
November 26	(Tuesday)	Thanksgiving Vacation begins 10:00 p.m.
December 2	(Monday)	Classes Resume 8:00 a.m.
December 11	(Wednesday)	Final Examinations for WEDNESDAY EVENING classes Last day of regular classes for the semester*
December 12–17	(Thurs – Tues)	Final Examinations
December 18	(Wednesday)	Winter Commencement 10:30 a.m.

SPRING SEMESTER 1996–97

January 21	(Tuesday)	Late Scheduling
January 22	(Wednesday)	Classes Begin 8:00 a.m.* Late Registration Fee Applies
January 29	(Wednesday)	Last day to enter, switch or add classes (Drop/Add) for the semester*
February 4	(Tuesday)	Last day to elect Pass/Fail option in stated courses*
February 17	(Monday)	Last day to apply for Spring Graduation
February 22	(Saturday)	Winter Vacation begins 12:00 Noon
March 3	(Monday)	Classes Resume 8:00 a.m.
March 10–15	(Mon–Sat)	Warning Grades issued to students*
March 21	(Friday)	Last day to withdraw from classes (Drop) for the semester*
March 26	(Wednesday)	Spring Vacation begins 10:00 p.m.
April 1	(Tuesday)	Classes Resume 8:00 a.m.
April 23	(Wednesday)	Recognition Dinner
May 9	(Friday)	Last day of regular classes for the semester*
May 10–15	(Sat–Thurs)	Final Examinations
May 17	(Saturday)	Spring Commencement 10:30 a.m.

*Dates for 1/2 credit physical education courses vary from those stated above.
The specific dates may be obtained from the Registrar.



YORK

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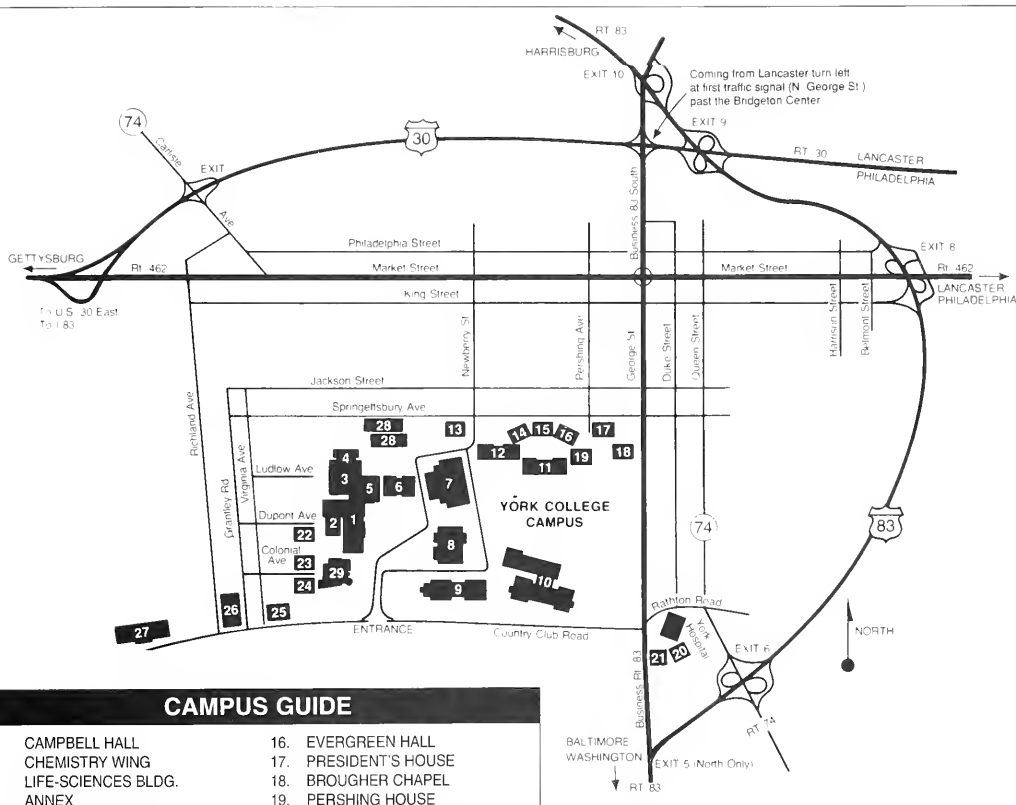




YORK

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CAMPUS GUIDE

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| 2. CHEMISTRY WING | 17. PRESIDENT'S HOUSE |
| 3. LIFE-SCIENCES BLDG. | 18. BROUGHER CHAPEL |
| 4. ANNEX | 19. PERSHING HOUSE |
| 5. BUSINESS ADMIN. CTR. | 20. MARIE KETTERMAN HALL |
| 6. SCHMIDT LIBRARY | 21. HOSPITAL SOUTH HALL |
| 7. WOLF GYMNASIUM | 22. ARNOLD HOUSE |
| 8. IOSUE STUDENT UNION | 23. WENGER HOUSE |
| 9. MILLER ADMIN. BLDG.
(Admissions Office) | 24. CURRY HOUSE |
| 10. MANOR COMPLEX:
North, South, East & West | 25. KIEFFER HOUSE |
| 11. PENN HALL | 26. COUNTRY CLUB MANOR
APARTMENTS |
| 12. BEARD HALL | 27. COUNTRY DAY SCHOOL |
| 13. HONORS HOUSE | 28. TYLER RUN COMPLEX |
| 14. WILLOW HALL | 29. MUSIC, ART AND
COMMUNICATIONS CENTER |
| 15. LAUREL HALL | |

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